

SAMPLE #4: Recommendation to the Dean

Date

To: Mary Maguire, Dean
College of Health and Human Services

From: Search Committee Chair:
Department of Public Health

RE: Tenure Track Position in XXXXXXXXX

This memo is our recommendation to you concerning the search for a tenure track position in XXXXXXXXXX in the Department of Public Health. Based on the review of the applicant files, the interview with the candidates, and other general observations, we would like to forward the following recommendations to you.

We recommend that we offer Dr. xxxxxxxxxxxx the position.

If Dr. xxxxxxxxxxxx declines the offer, we recommend that you offer the Dr. YYYYYYY the position.

If Dr. yyyyyy declines the offer, we would like to discuss other options with you.

If you have any questions, please contact me. Thank you.

cc. Dean of College
Department Chair
Ingrid Kantola
Kat Hughes