*Recruitment & Qualifications Summary Template [TO BE PRINTED ON LETTERHEAD]*

Department or Research Institute: [INSERT TEXT]

Position: [INSERT TEXT]

Name of Hired Faculty Member: [INSERT TEXT]

Date of Offer: [INSERT TEXT]

This report will describe the recruitment and selection procedures followed by the Department of [INSERT TEXT] in the selection of Dr. [INSERT TEXT] as an [INSERT POSITION TITLE – *Should match title in search ad in national professional journal referenced below*]. As explained below, Dr. [INSERT TEXT] was selected as the result of a competitive recruitment and selection process that demonstrated s/he was more qualified than any U.S. workers (i.e. U.S. citizens, lawful permanent residents, asylees, or refugees) who applied for the position.

Recruitment & Selection Procedures

For the search that resulted in the hiring of Dr. [INSERT TEXT], we advertised from [INSERT START DATE] to [INSERT END DATE – *Must be at least 30 days if ad online; If print ad, reference date of publication.*] in the [INSERT JOURNAL NAME – *Must be a national professional journal but may be electronic or print. Inside Higher Ed qualifies as one.*], a national professional journal.

In addition, we recruited in the following locations: [INSERT WEBSITES, ASSOCIATIONS, CONFERENCES, ETC. *for which you have documentation to show ad.*]

As a result of this advertising and recruitment effort, a total of [INSERT NUMBER] individuals applied for this position.

A search committee chaired by [INSERT TEXT] examined all of the application materials for the candidates who met the minimum qualifications and selected [INSERT NUMBER] individuals for interviews. The [INSERT NUMBER] finalists, including Dr. [INSERT TEXT], were invited to campus for interviews and to give seminars. The seminars were attended by other faculty members, by graduate students, and by all members of the search committee.

After evaluating the teaching skills, research experience, and the specialized area of interest of each of the candidates, the search committee selected Dr. [INSERT TEXT] as the most qualified applicant. The committee found the other finalists less qualified for the following reasons. Dr. [INSERT TEXT] was judged by the search committee to have less highly developed teaching skills than Dr. [INSERT TEXT]. Dr. [INSERT TEXT]'s research was not as innovative as Dr. [INSERT TEXT]'s.

The attached report from the university’s applicant tracking system indicates the reasons why the search committee did not select all the other applicants for the position.

Hired Faculty Member’s Educational & Professional Qualifications & Academic Achievements

Dr. [INSERT TEXT] was educated and received her Doctor of Technical Sciences degree (equivalent to the United States Ph.D. degree) from the Swiss Federal Institute of Technology in Zurich, commonly called ETH Zurich. ETH Zurich is a distinguished Swiss university ranked in the 2019 edition of the QS World University Rankings as seventh in the world. At the ETH Zurich, Dr. [INSERT TEXT] completed her dissertation under the supervision of Professor [INSERT TEXT], a scientist of world renown. After obtaining her Ph.D. degree, Dr. [INSERT TEXT] gained valuable experience as a Visiting Research Scientist at Stanford University, specifically conducting research in the area of [INSERT TEXT]. The combination of the high quality of her training at the ETH Zurich, her extensive research experience, her particular area of research interest, her teaching ability as demonstrated by the seminar she conducted here, and the enthusiastic recommendations we received about her made her clearly the most qualified applicant for the position. The search committee and the department readily agreed on her selection, resulting in the university offering her the position of [INSERT TEXT].

[INSERT SIGNATURE]

[INSERT DEPARTMENT CHAIR’S OR RESEARCH INSTITUTE DIRECTOR’S NAME]

[INSERT DATE OF SIGNING]