

Print Form

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Job #:

## Form 4: Recommendation Report to Dean/Director Temporary Faculty Unit Employees

Please address the strengths and weakness of each candidate based on the qualifications listed in the vacancy announcement and provide specific and detailed explanations. All candidates listed on Form 3: Interview Request (Telephone Interview) must be addressed. If candidates were listed as alternates and were not interviewed, please state this. If you choose, you may list final candidates in order of recommendation (highest to lowest). If candidates are ranked, please check this box:

Interview Candidates:  Telephone  Personal

Strengths and Weaknesses:

(If more space is needed, please attach additional sheets)

These statements represent the consensus of the tenured & tenured-track faculty in the Department. Where there has not been a consensus, the differences are noted.

\_\_\_\_\_  
Search/Screening Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair (for Instructional Faculty only)

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
College Dean/Library Dean/Director of CAPS/Director of Athletics

\_\_\_\_\_  
Date

Reviewed by:

\_\_\_\_\_  
Senior Associate Vice President for Faculty Affairs & Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Student Affairs (Counselors)/President (Coaches)

\_\_\_\_\_  
Date

**Please Return Original to Academic Personnel Services**

**Distribution:** Original to APS for routing. Approved copies distributed electronically to Search/Screening Committee Chair/Support Staff, College Dean/University Library Dean/CAPS Director/Director of Athletics.