

To: HEO Screening Committee

From:

Date:

Re: Justification for Appointment from Search – *Finalist Name*

Below please find my justification for the hiring of *Finalist Name*, as *CUNY Functional Title* at CCNY.

*Finalist Name* qualifications for *CUNY Functional Title* meet, and most certainly exceed, our expectations for filling this position. *He or She* is, simply put, an outstanding candidate whose background and skills align explicitly with the needs of the *department/program*. *His or Her* considerable administrative experience consists of managing an environmental education initiative, conducting outreach to grow the program, advising students, organizing conferences, conducted while concurrently managing staff and interns. In addition to the high relevancy of *his or her* Ph.D. dissertation topic to the curricular offerings of our program, *Finalist Name* has spent a decade addressing sustainability and climate concerns through *his or her* education and work experience in both the governmental and the civic sectors. A winner of multiple awards and honors for *his or her* leadership and scholarship, *Finalist Name* is a most highly energetic, intelligent, and articulate candidate. While we found the two other finalists for this position basically also qualified for the position, *Finalist Name* demonstrated passion for the subject matter and our program mission, we believe, will make *his or her* a superb advocate for the students and faculty alike. We anticipate *his or her* making a major contribution to the ongoing development of CCNY's *department/program*.

*Hiring Manager Signature and Title*