

Sample of Memorandum for Dean

**Memorandum**

**DATE:**

**TO: Dean**

**FROM: First name and Last Name (Search Committee Chair)**

**First name and Last Name (Search Committee Members)**

**CCd: First Name and Last Name (Dept. Chair)**

**RE: Job # 1234, Title of Search**

*Opening Statement*

*The Opening Statement is attention to detail of the recruitment from start to end including review start date, how many applications received, how many Phone/Video interviews completed and who moved forward as the finalists. The strengths and weaknesses are the finalists’ reflections from the application materials received, phone/video interview, letter/s of recommendation, and campus interviews in an unranked position.*

**Finalist Name**

**Strengths**

**Weaknesses**

**Finalist Name**

**Strengths**

**•**

**Weaknesses**

**Finalist Name**

**Strengths**

**Weaknesses**