



Motion of the Special Selection Committee Appointed to fill the vacancy of ____ (position) ____

BOT Meeting Date _____ **VP / Chair** _____

1. POSITION & RECOMMENDED CANDIDATE

Position Title: _____

Reports To: _____

Name of Candidate Recommended for Hire: _____

Proposed Start Date: _____

2. SEARCH PROCESS & COMMITTEE REVIEW

The Search Committee's structured search process followed CBS established hiring process including:

Search Activity	Amount
Applications / résumés received	_____
Candidates initially interviewed (by VP/Prof Staff)	_____
Candidates advancing to full Search Committee interview	_____
Candidates advancing to on-site interview	_____

Any Other significant steps in the process:

3. WHY THIS CANDIDATE

The Search Committee recommends [**name**] because of the following particularly strong qualifications and attributes:

1. _____
2. _____
3. _____

Other notable strengths, if applicable:

4. RELEVANT PROFESSIONAL BACKGROUND

Brief summary of the candidate's relevant education, professional experience, accomplishments, and career history.

5. POSITION RESPONSIBILITIES

The principal responsibilities of the position are:

1.

2.

3.

4.

5.

6.

Other responsibilities:

6. PROPOSED COMPENSATION & TERMS

Annual Salary: \$

Benefits: ☐ Standard CBS benefits

☐ Other:

7. Recommendations:

- a. the _____ committee (if applicable) is ____ (in favor / opposed) ____
- b. the Executive Committee is in favor of hiring this candidate
- c. the ____ (clergy member) ____ is in favor of hiring this candidate

8. MOTION

I move that the Board approve the Special Selection Committee's recommendation to hire [Candidate Name] as [Position Title], at an annual salary of \$_____, with an anticipated start date of _____.

Motion Made By: _____

Seconded By: _____