

Sample Justification for Hiring Authority to Send to College of Science

******For Instructional Faculty******

I am writing to support the direct hiring of Dr. _____ for the position of _____ at George Mason University. The position will be funded by grants from _____ with a total amount of \$_____. Below I briefly summarized the rationale for the direct hire, including the position description and the Dr. _____ 's unique qualifications.

The duties of this position are as follows:

Teaching Load: _____

Courses to teach: _____

Dr. _____ possesses a unique combination of experience, expertise and talent needed for the position described above. He/she is an expert on/ has instructed _____.

Based on his/her unique qualification and the urgency to complete the sponsored project, I strongly recommend that Dr. _____ be directly hired as _____. Hiring Dr. _____ will not only meet the need to complete the research on time but will also benefit the Department (DEPARTMENT NAME) and GMU on a long run to develop new research programs and potentially bring in additional research grants to the GMU.

I appreciate your time and consideration in this matter.

Please feel free to contact me if any additional information is needed.

Sincerely,

******For Research Faculty******

I am writing to support the direct hiring of Dr. _____ for the position of _____ at George Mason University. The position will be funded by grants from _____ with a total amount of \$_____.

Below I briefly summarized the rationale for the direct hire, including the position description and the Dr. _____ 's unique qualifications.

The duties of this position include:

Dr. _____ possesses a unique combination of experience, expertise and talent needed for the position described above. Hiring Dr. _____ will not only meet the need to complete the research on time but will also benefit the Department (DEPARTMENT NAME) and GMU on a long run to develop new research programs and potentially bring in additional research grants to the GMU.

I appreciate your time and consideration in this matter.

Please feel free to contact me if any additional information is needed.

Sincerely,

**** **For Postdoctoral Fellows** **** Upload justification to FHP- do not send to CDE
<https://universitypolicy.gmu.edu/policies/postdoctoral-research-fellows/>

While searches are not required to hire a Postdoc, academic units must submit the following information in the Faculty Hiring Proposal System:

- A position description describing the duties and responsibilities of the position, which must be consistent with this policy;
- The name of the department or center and the Faculty Mentor who will be directing the individual;
- Confirmation that sufficient funding is available to fund the position through externally sponsored funds or other sources;
- The curriculum vitae of the proposed candidate; and
- A description of how the candidate was identified, whether by competitive search or not, and why the particular recruitment mechanism was selected.

I am writing to support the direct hiring of Dr. _____ for the position of Postdoctoral Research Fellow at George Mason University. The position will be funded by grants from _____ with a total amount of \$_____. Dr. _____ will work with (RANK/TITLE) Dr. _____ on a project titled _____.

Dr. _____ was identified outside of a competitive search. *{Provide description of how the candidate was identified and why the particular recruitment mechanism was selected.}*

Below I briefly summarized the rationale for the direct hire, including the position description and the Dr. _____ 's unique qualifications.

The duties and responsibilities of this position include:

Dr. _____ possesses a unique combination of experience, expertise and talent needed for the position described above.

Hiring Dr. _____ will not only meet the need to complete the research on time but will also benefit the Department (DEPARTMENT NAME) and GMU on a long run to develop new research programs and potentially bring in additional research grants to the GMU.