

Job # \_\_\_\_\_ - \_\_\_\_\_

School: \_\_\_\_\_

126CSR126

**Appendix A**

The following form shall be completed by the principal and shall be submitted as set forth in section 6.6. of WVBE Policy 5000 and according to timelines as determined by the county superintendent.

**Principal Recommendation:**

In accordance with section 6.2 of WVBE Policy 5000, the undersigned certifies that the qualifications of the selected applicants meeting the minimum qualifications/requirements set forth in the job posting for the position of \_\_\_\_\_ have been reviewed.

In determining which of the applicants is the highest qualified for the position, the following factors set forth in sections 6.2.a. through 6.2.i. of WVBE Policy 5000 have been considered:

- a. Appropriate certification, licensure or both;
- b. Amount of experience relevant to the position or, in the case of a classroom teaching position, the amount of teaching experience in the required certification area;
- c. The amount of course work, degree level or both in the relevant field and degree level generally;
- d. Academic achievement;
- e. In the case of a classroom teaching position or the position of principal, certification by the National Board for Professional Teaching Standards;
- f. Specialized training relevant to the performance of the duties of the job;
- g. Past performance evaluations conducted pursuant to W. Va. Code §§18A-2-12 and 18A-3C-2 or, in the case of a classroom teacher, past evaluations of the applicant's performance in the teaching profession as a certified educator;
- h. Seniority;
- i. Other measures or indicators upon which the relative qualifications of the applicant may fairly be judged;

I recognize that no amount of weight is required to be assigned to any factor in making a recommendation and further recognize that a factor may be assigned no weight at all.

Other than this recommendation form, no other matrix or documentation of my recommendation shall be required.

Pursuant to this review as principal or designated representative of the principal of the school at which the applicant will be performing a majority of his or her duties, I hereby recommend \_\_\_\_\_ for the above-referenced position.

Date: \_\_\_\_\_

\_\_\_\_\_  
Principal / Designee

Job # \_\_\_\_\_ - \_\_\_\_\_

126CSR126

School: \_\_\_\_\_

**Appendix B**

The following form shall be completed by the faculty senate hiring committee chair or single designee and shall be submitted as set forth in sections 6.6. and 7.2.d. of WVBE Policy 5000.

**Faculty Senate Recommendation:**

In accordance with section 6.2 of WVBE Policy 5000, the undersigned certify that the qualifications of the selected applicants meeting the minimum qualifications/requirements set forth in the job posting for the position of \_\_\_\_\_ have been reviewed.

In determining which of the applicants is the highest qualified for the position, the following factors set forth in sections 6.2.a. through 6.2.i. of WVBE Policy 5000 have been considered:

- a. Appropriate certification, licensure or both;
- b. Amount of experience relevant to the position or, in the case of a classroom teaching position, the amount of teaching experience in the required certification area;
- c. The amount of course work, degree level or both in the relevant field and degree level generally;
- d. Academic achievement;
- e. In the case of a classroom teaching position or the position of principal, certification by the National Board for Professional Teaching Standards;
- f. Specialized training relevant to the performance of the duties of the job;
- g. Past performance evaluations conducted pursuant to W. Va. Code §§18A-2-12 and 18A-3C-2 or, in the case of a classroom teacher, past evaluations of the applicant's performance in the teaching profession as a certified educator;
- h. Seniority;
- i. Other measures or indicators upon which the relative qualifications of the applicant may fairly be judged;

I/we recognize that no amount of weight is required to be assigned to any factor in making a recommendation and further recognize that a factor may be assigned no weight at all.

Other than this recommendation form, no other matrix or documentation of this recommendation shall be required.

Pursuant to this review, the faculty senate of the school at which the applicant will be performing a majority of his or her duties has recommended \_\_\_\_\_ for the above-referenced position. This recommendation is based on the majority vote of those members participating in the recommendation process or on the recommendation of the single designee.

Date: \_\_\_\_\_

\_\_\_\_\_  
Faculty Senate Hiring Committee Chair or Single Designee

\_\_\_\_\_  
Faculty Senate Representative (if applicable)

\_\_\_\_\_  
Faculty Senate Representative (if applicable)