

SAMPLE LETTERS

Acknowledgment to Nominator

Dear :

Thank you for submitting the name of _____ for the position of _____ at Texas State University-San Marcos. We wish to express our gratitude for your taking the time and effort to make this nomination. As you may know, Texas State is a growing institution firmly committed to quality and excellence.

Since we are interested in obtaining administrators and leaders of outstanding quality, we are contacting _____ and inviting him/her to complete the application process. Let me assure you that we will give him/her our utmost attention and consideration in the screening and reviewing process.

We appreciate you making this nomination and your interest in our program.

Sincerely,

Letter to Nominee

Dear :

You have been nominated by _____ for the position of _____ at Texas State University-San Marcos. If you would like to be considered by the search committee, please send a letter of intent, a vita, and a list of three references we may contact. All required materials must be postmarked no later than _____.

Additional material describing the position and the University is enclosed. If you have any questions about the search process or the position, please contact me at (512) 245-xxxx.

Sincerely,

Acknowledgment of Intent to Apply

Dear :

We are delighted to learn of your interest in the position of _____ at Texas State University-San Marcos. A Search Committee will be evaluating applications for the position, and yours will be among them. All materials for review will be due by _____. These include a letter of intent, a complete vita, a completed Faculty Employment Application (enclosed), a list of three references with telephone numbers and addresses, and any additional materials you choose to submit in support of your application.

We are enclosing a brief description of the position. We are also including additional materials which describe the unique characteristics of Texas State and the surrounding community.

Again, thank you for your letter expressing an interest in the position of _____ at Texas State University.

Sincerely,

Acknowledgment Of Recommender

Dear:

We have received your letter evaluating the qualifications of _____ for the position of _____ at Texas State University-San Marcos. Thank you for your willingness to share your judgment with the Search Committee in our endeavor to select the best possible candidate from a substantial group of very strong applicants.

Sincerely,

Acknowledgment of Complete File

Dear:

We are pleased to acknowledge that your application file is complete. The Search Committee for the position of _____ at Texas State University-San Marcos will be reviewing the candidates and recommendations within the next few weeks. If you wish to forward any additional materials in support of your application, please submit no later than _____. We will inform you of your status as we enter the next stages of the process.

Thank you for your continued interest.

Sincerely,

Letter of Continuation of Interest

Dear :

The Search Committee for the selection of a Chair/School Director in the Department/School of _____ at Texas State University-San Marcos has completed its initial review of applicants for the position. I am pleased to inform you that you are among those to be given continued consideration for the position.

You are invited to have references write us and we are pleased to accept additional materials you choose to submit in support of your application. In addition, we are requesting that you submit transcripts from all degree granting institutions. The deadline for receipt of any additional materials is _____. Shortly after the deadline date, the Committee will undertake a major review of the applicants still under consideration.

Thank you again for your interest in Texas State. Please feel free to contact me should you have any questions.

Sincerely,

Letter to Candidates Not Selected for Interview

Dear :

The Search Committee for the position of _____ at Texas State University-San Marcos has completed its review of applications for the position. From the large number of applications received, the Committee has selected for further evaluation a limited number based on the experience record and scholarly activity of the candidates. I regret to inform you that after careful, comparative deliberation the Committee has decided not to continue consideration of your application. It is the Committee's judgment, based on the materials and information available to us, that you would not be well suited to the particular needs of the Department/School (College).

We appreciate your interest in our University, and are grateful to you for making your credentials available to us for consideration. We wish you well in your professional endeavors and thank you again for applying.

Sincerely,