

Appendix F

Sample of

Letters for Contacts

All ads, appointments, positions, dates, and names provided in the samples are fictitious and are not intended to be used in any way other than as guides.

## APPENDIX F

### Sample Letter Requesting Assistance in Recruiting

Dear Dean \_\_\_\_\_:

I am seeking your help identifying a strong candidate for the position of Dean of the College of Engineering and Mineral Resources at West Virginia University. We are looking for an individual with a demonstrated record of quality teaching and research. Further, we are seeking a leader who can articulate a compelling vision for the future of the College and develop strong support from both internal and external constituencies.

Two copies of the complete position announcement are enclosed. If you are aware of someone at your institution who appears to be a good match for the position, please share the position announcement with him/her. Or, if you would like to nominate someone, please send your letter of nomination to me at:

West Virginia University  
Office of the Provost  
PO BOX 6203  
Morgantown, WV 26506-6203

Thank you for your assistance.

Sincerely,

Richard L. Ring  
Associate Provost and  
Professor of Mechanical and Aerospace Engineering

Sample Letter  
Requesting Assistance in Recruiting

Date

Department of Safety and Environmental Management  
College of Engineering and Mineral Resources  
West Virginia University  
Morgantown, WV 26506

Dear Colleague:

West Virginia University College of Engineering and Mineral Resources, Department of Safety and Environmental Management, seeks your assistance in recruiting additional faculty. Two tenure-track positions are available beginning July 1, 3000 at the Assistant or Associate Professor level. We are looking for individuals with teaching, research and \_\_\_\_\_ experience in the area of \_\_\_\_\_. The successful candidates will be expected to establish an independent research program and participate in our graduate teaching programs.

The College of Engineering and Mineral Resources Department of Safety and Environmental Management offers the Master of Science Degree in Safety Management and is currently building a program on energy and the environment. The Department has experienced over 25 years of successful operation at West Virginia University. The programmatic areas of study prepare graduates to assume a wide range of career opportunities in government, business enterprises, transportation, mining and community safety programs. The College of Engineering and Mineral Resources now occupies a three-year-old 87,600 square-foot, state-of-the-art building. Office and Laboratory space will be available to support the successful applicant. Substantial new equipment exists at the Robert C. Byrd Health Sciences Center to support ergonomics; Therefore, it offers great opportunities for personal and organizational growth.

West Virginia University is in Morgantown in northern West Virginia, one hour from Pittsburgh, PA and three and a half hours from Washington, DC or Columbus Ohio. This location offers easy access to large city amenities and cultural events. It offers high-quality living, good schools, and wonderful recreation opportunities in the Appalachian Mountains.

West Virginia University College of Engineering and Mineral Resources is committed to Affirmative Action and the creation of a diversified faculty, and as

such we are especially interested in minority and women candidates. We would, therefore, welcome any assistance that you may be able to provide us in achieving our goals. Please have interested candidates contact me at the above address.

Thank you for your assistance.

Sincerely,

A. Action  
Chair, Department of Safety and Environmental  
Management

Sample Letter  
To Nominees

Date

Mr. John Right  
Jacob St.  
Somewhere, USA

Dear Mr. Right:

I am writing to inform you that you have been nominated for the position of Dean of the Perley Isaac Reed School of Journalism at West Virginia University. On behalf of the Search Committee, I would like to invite you to submit your application for this position if it is of interest to you.

The Perley Isaac Reed School of Journalism, founded in 1939, is accredited by the Accrediting Council on Education in Journalism and Mass Communication. It awards BSJ and MSJ degrees, with interdisciplinary program offerings in advertising, broadcast news, public relations, and news-editorial and with an emphasis on professional ethics and responsibilities. The School enrolls nearly 350 undergraduate and 50 graduate majors and has 16 full-time faculty. The position requires an innovative individual who has demonstrated excellence in academic and professional leadership.

Morgantown is a progressive college town in northern West Virginia, one hour from Pittsburgh, PA and three and a half hours from Washington, DC or Columbus Ohio. This location offers easy access to large city amenities and cultural events. It offers high-quality living, good schools, and wonderful recreation opportunities in the Appalachian Mountains.

If you wish to be considered for this position, please send me, at your earliest convenience your curriculum vitae and the names of at least six (6) individuals who could provide professional references. Applications should be received by April 13, 3000. Please feel free to contact me if you have any further questions about this position.

Sincerely,

A. Action  
Chair, Search Committee for Dean of Perley  
Isaac Reed  
School of Journalism

Sample Letter  
To Nominees

December 7, 3000

Carrie Tops, Ph.D  
College of Engineering and Mineral Resources  
P.O. Box 939393  
West Virginia University  
Morgantown, WV 26506-6070

Dear Dr. Tops:

I am writing to inform you that you have been nominated for the position of Dean of the College of Engineering and Mineral Resources at West Virginia University. On behalf of the Search Committee, I would like to invite you to submit your application for this position.

The College of Engineering and Mineral Resources enrolls nearly 1,600 undergraduate and 665 graduate majors, awarding degrees across a full spectrum of programs contained within its seven departments: Chemical, Civil & Environmental, Computer Science and Electrical, Industrial and Management Systems, Mechanical & Aerospace, Petroleum & Natural Gas, and Mining. All eligible undergraduate degrees are ABET-accredited including the optional Co-Op program. In addition, there are Master's and Ph.D. programs in all departments. The College employs 110 full-time faculty and approximately 150 staff to support its degree programs and an extensive research and service agenda, attracting more than \$15 million in external funding each year. The College houses a number of research centers, including the Constructed Facilities Center, the National Center for Alternative Transportation Fuels, and works with the National Research Center for Coal and Energy.

The University is located in Morgantown, a vibrant community of approximately 45,000 in the Appalachian Mountains on West Virginia's northern border adjacent to Pennsylvania with ready access to such metropolitan areas as Pittsburgh, PA and Washington, D.C. A number of federal government agencies (e.g., NIOSH, ETL, NASA, and the FBI) are located either in Morgantown or within a 25-mile radius. Morgantown, is rated number one among best small towns in which to live in the U.S. according to the recently published bizjournals.com's Demographics Daily list and has one of the top 100 school systems in the country.

I have enclosed a copy of the advertisement for this position so that you may learn of the qualifications required, the established reporting lines, and the commitments necessary for the successful candidate. If you wish to be considered for this position, please submit your letter of interest, complete statement of qualifications, curriculum vitae and the addresses, e-mail

addresses, and phone numbers of five references to me at the address listed in the advertisement.

Please feel free to contact me if you have any questions about this position.

Sincerely,

Richard Ring  
Chair, Search Committee for Dean of  
the  
College of Engineering and Mineral  
Resources

RR/vl

Enclosure

Sample Letter  
To Nominators

Dear

Thank you very much for your recent letter nominating Dr. \_\_\_\_\_  
\_\_\_\_\_ as a candidate for the position of Dean of the College of  
Engineering and Mineral Resources at West Virginia University. I will contact  
Dr. \_\_\_\_\_ without delay to ascertain his/her potential interest in filing  
a formal application for the position.

Your assistance in our search process is greatly appreciated.

Sincerely,

Richard Ring  
Chair, Search Committee for Dean of  
the College of Engineering and Mineral  
Resources

RR/vl

Sample Letter  
To Nominators

Date

Dr. Samuel Snow  
745 Bridge Water Ave.  
Other City, USA

Dear Dr. Snow:

Thank you very much for your recent letter nominating Dr. \_\_\_\_\_ as a candidate for the position of Dean of the Perley Isaac Reed School of Journalism at West Virginia University. I will contact Dr. \_\_\_\_\_ without delay to ascertain his/her potential interest in filing a formal application for the position.

Again, your assistance in our search process is greatly appreciated.

Sincerely,

A. Action  
Chair, Search Committee for  
Dean of Perley Isaac Reed  
School of Journalism

Sample Letter  
Acknowledging Application  
& Self I.D.

Date

Dr. Judy Watch  
900 Duty St.  
Arnoldville, USA

Dear Dr. Watch:

I am writing to acknowledge receipt of your application for the position of Dean of the Perley Isaac Reed School of Journalism at West Virginia University. The Search Committee expects to complete its first round of application review by late April. Our goal is to issue invitations for first visits sometime during the month of May, with visits to occur during early June.

I am required to ask you to complete and return to us the enclosed, "Self Identification form." Please return the form in the enclosed envelope to:

A. Action  
West Virginia University  
Affirmative Action Representative  
Search Committee for Dean of Perley Isaac Reed School of Journalism  
P.O. Box 0000  
Morgantown, WV 26506

The information included on this form will be retained in our files for completion of required reports on Equal Employment Opportunity/Affirmative Action Guidelines.

On behalf of the Search Committee I thank you very much for your interest in this position.

Sincerely,

A. Action  
Chair, Search Committee for Dean of Perley  
Isaac Reed School of Journalism

**If a list of references was not sent with their CV, the following statement will be put in the above letter:**

**"In addition, I ask that you submit names of at least three (3) individuals who could provide professional references."**

Sample Letter  
Acknowledging Application  
& Self I.D.

Dear

I am writing to acknowledge receipt of your application for the position of Dean of the College of Engineering and Mineral Resources at West Virginia University. The Search Committee expects to complete its first round of application review by mid to late January. Our goal is to issue invitations for first time visits for late February or early March.

I am required to ask you to complete and return to us the enclosed, "Self Identification Form." Please return the form in the enclosed envelope to:

Peter Ginsen  
Affirmative Action Representative  
Search Committee for Dean of the College  
of Engineering and Mineral Resources  
P.O. Box 636363  
Morgantown, WV 26506

The information included on this form will be retained in our files for completion of required reports on Equal Employment Opportunity/Affirmative Action Guidelines.

On behalf of the Search Committee I thank you very much for your interest in this position.

Sincerely,

Richard Ring  
Chair, Search Committee for Dean of  
College of Engineering and Mineral  
Resources

RR/vl

Sample Letter  
Rejecting Applications

Dear

The Search Committee for the Dean of the College of Engineering and Mineral Resources has received and reviewed your application. A list of candidates has been recommended for further consideration and review. I regret to inform you that your name is not among those recommended.

The Committee appreciates your interest in this position. We wish you the best of luck in your pursuit of future career goals and objectives.

Sincerely,

Richard Ring  
Chair, Search Committee for the  
Dean of College of Engineering and  
Mineral Resources

RR/vl

Sample Letter  
Rejecting Applications

Date

Dr. Know  
777 Simpson Ave.  
Hicks, WV

Dear Dr. Know:

The Search Committee for the \_\_\_\_\_ has received and reviewed your application. A list of candidates has been recommended for further consideration and review. I regret to inform you that your name is not among those recommended.

The Committee appreciates your interest in this position. We wish you the best of luck in your pursuit of future career goals and objectives.

Sincerely,

A. Action  
Chair, Search Committee for  
Dean of Perley Isaac Reed School of  
Journalism

Sample Letter  
To References

Dear

\_\_\_\_\_ has listed your name as a reference in support of his/her application for the position of Dean of the College of Engineering and Mineral Resources at West Virginia University. The Search Committee would appreciate your assessment of Dr. \_\_\_\_\_'s personal and professional qualifications for this position. To assist you in this process, I am enclosing a copy of our recent advertisement.

Please return reference letter by (date to be determined) either by mail, or fax to 293-01010.

On behalf of the Search Committee, I thank you very much for your assistance.

Sincerely,

Richard Ring  
Chair, Search Committee for  
Dean of the College of Engineering and  
Mineral Resources

RR/vl

Enclosure

Sample Letter  
To References

Date

Dr. Pearl White  
Avenue of the Dots  
Toothville, MA

Dear Dr. White:

\_\_\_\_\_ has listed your name as a reference in support of his/her application for the position of Dean of the Perley Isaac Reed School of Journalism at West Virginia University. The Search Committee would appreciate your assessment of Dr. \_\_\_\_\_'s personal and professional qualifications for this position. To assist you in this process, I am enclosing a copy of our recent advertisement.

On behalf of the Search Committee, I thank you very much for your assistance.

Sincerely,

A. Action  
Chair, Search Committee for  
Dean of Perley Isaac Reed School of  
Journalism

Enclosure

