

Chair's Request for Nominations

Use mailing lists provided by professional organizations to solicit nominations from colleagues within the discipline and/or related fields. The following letter provides a standard format that can easily be adapted to the specific needs of the academic unit.

Date

*Nominator
Title
Institution
Address*

Dear _____:

The [*Academic Unit in the College of _____*] at Bowling Green State University is conducting a national search to fill the position of [*Rank Professor*]. I am writing to request your assistance in identifying outstanding candidates with the potential to contribute creatively and professionally to our [*Department/School*]. [*Insert a brief description/highlights of the Department/School with web site if available.*] Information regarding the college can be viewed at [*College web address*].

Enclosed for your convenience is a copy of the position announcement detailing specific responsibilities and requirements. *Screening of applicant credentials will begin immediately and continue until _____*. We invite your nominations and appreciate any assistance you may provide in bringing this search to the attention of others.

Thank you for your consideration of this matter. I look forward to hearing from you and your nominees.

Sincerely,

[Academic Unit Chair]

Enclosure