

Letter of Notification: Nomination Status

Send to candidates who have been recommended or nominated for the position.

Date

Nominated

Title

Institution

Address

Dear _____:

On behalf of the *[Academic Unit]* in the *[College of _____]* at Bowling Green State University, I am pleased to announce that you have been nominated for the position of *[Rank Professor]*. A position announcement, which gives details of the position and application procedures, is enclosed. We hope that you will give the nomination serious consideration.

If you are interested in applying, please mail your application materials by *[submission deadline]*. Credential screening will begin *[Date]*. If you have any questions about the progress of the search or the status of your application, please feel free to call me at (419) 372-#### or send e-mail to *[email address]*. I look forward to hearing from you.

Sincerely,

Academic Unit Chair

Enclosure