

Use Academic Unit Letterhead

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 easily can 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/title if applicable]*. I am writing to request your assistance in identifying outstanding candidates with the potential to contribute creatively and professionally to our *[School/Department/Program]*. *[Insert brief description/highlights of the academic unit with website 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. Application materials must be submitted by *[submission deadline]*. 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/Director

Enclosure