

Use Academic Unit Letterhead

Letter of Confirmation: Finalist's Campus Interview

If time permits, send each finalist a letter confirming the interview dates, travel and lodging arrangements, preliminary schedule of events, and specific expectations for the visit (i.e., type and length of presentation). In addition, provide the finalists with an information packet that includes a list of search committee and/or academic unit faculty members, maps of the campus and Bowling Green, and materials that will familiarize them with the Academic Unit, College, University, and surrounding Communities.

Date

Finalist Name
Address

Dear _____:

It is a pleasure to confirm your visit to the Bowling Green State University campus as a finalist for the position of *[rank/title if applicable]* in the *[Academic Unit]*. Enclosed is a Finalist Information Packet that will help to answer any questions you may have about the *[Department/School]*, the College, the University, and major metropolitan communities in our region. The packet references web sites for the cities of Bowling Green, Toledo, Cleveland, Ann Arbor, and Detroit.

I've attached a copy of your interview schedule beginning *[Date]* through *[Date]*. We've made reservations for you at the nearby *[motel name and location]*. The University is located just west of the Bowling Green exit off I-75, on Wooster Street. Maps of the campus and the city are enclosed for your convenience.

As I explained over the phone, we ask you to *[briefly describe type and length of presentations expected]*. We'll arrange to have *[specify materials, equipment for presentation requested by finalist]* for your presentation.

Please feel free to call me with any questions or requests you may have. In the meantime, we look forward to meeting you!

Sincerely,

Academic Unit Chair/Director

Enclosures: Finalist Information Packet