

Use Academic Unit Letterhead

Collapse Search – Letter to Applicants

Send to all applicants/candidates/finalists who have not yet been notified.

Date

Name

Address

Dear _____:

Thank you for your application for the position of *[rank/title if applicable]* in the *[Academic Unit]* at Bowling Green State University.

INCLUDE/MODIFY AS APPROPRIATE:

- As a result of a limited pool of applicants who met the stated requirements in the advertised position, coupled with the loss of candidates from the pool due to other job offers, we have decided to collapse the search for this position.
- In light of unanticipated funding challenges, we have decided to collapse the search for this faculty position.
- As a result of a limited pool of applicants due to the late start of our search process, coupled with the loss of several candidates as the search process moved forward, we have decided to collapse the search for this faculty position.
- We expect to search for a similar position for the *20XX – 20XX* academic year. If approved, we hope to begin our search shortly. If you feel your background and interests align with this position, we encourage you to reapply.
- Our plans at this time would be to search during the next academic year for a position that would start in August, *year*.

Thank you for your interest in BGSU. We wish you well as you pursue your personal career goals.

Sincerely,

Chair/Director or Dean (AS APPROPRIATE BASED ON COLLEGE PRACTICES)

Copy: *Name*, Search Committee Chair
Name, [*Department Chair/School Director*]