TO BE SENT BY DEAN’S OFFICE AFTER RECEIVING APPOINTMENT CONFIRMATION FROM THE PROVOST

Dear faculty member,

It is my pleasure to inform you that the department [xyz governance committee] has selected you as the [fund name professor/chair]. This is a testament to your outstanding record of teaching, research, and service.

The fund is made possible by [xyz donor]. Enclosed is more information about the donors (or honoree) and the professorship/chair [enclose updated guidelines doc].

I hope you will join me in thanking the donors. At this point, I request that you write to them with a summary of your research interests, classes you usually teach, and how this award will make an impact on your work. Feel free to include additional information about your background, professional awards, or other things you’d like to share.

Please send this to [donor address] with a copy to [UWF liaison].

I hope you will also send an annual update on your work. The enclosure has more information about this. In the future, we may arrange for you to meet the donors when they come to campus.

Please let me know if you have any questions. Congratulations on your outstanding accomplishment!

Sincerely,

Dean