

*Use Academic Unit Letterhead*

## **Letter of Notification: Nomination Status**

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

***Date***

***Nominee***

***Title***

***Institution***

***Address***

***Dear \_\_\_\_\_:***

On behalf of the *[Academic Unit]* in the *[College of \_\_\_\_\_]* at Bowling Green State University, I am please to announce that you have been nominated for the position of *[rank/title if applicable]*. A position announcement, which gives details of the position and application process, is enclosed. We hope that you will give the nomination serious consideration.

If you are interested in applying, please submit 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 an e-mail to *[e-mail address]*. I look forward to hearing from you.

Sincerely,

***Academic Unit Chair/Director***

***Enclosure***