DATE

Professor NAME, Provost

Office of the Provost

Dear Provost NAME,

I am writing to request a faculty appointment for CANDIDATE NAME (Current Title, Current Employer) as Title in the Department/Program Name.

Explanation: Provide brief background of candidate. State how the individual meets the qualifications for the proposed 0% title and contributions to be made by the candidate.

I therefore request that we be allowed to offer a zero-time, no-pay, position as Title.

Sincerely,

Your Name

Title

Cc: Venetria Patton, Harry E Preble Dean, LAS

Antonios Augoustakis, Associate Dean, LAS

Mariselle Melendez, Director, SLCL