

Sample letter: Not Qualified Letter for Part-Time Faculty Position

Date

<<Job Seeker's Name>>

<<Address>>

<<City>>, <<State>>, <<Zip Code>>

Dear <<Job Seeker's Title and Name>>:

Thank you for your expression of interest in teaching as a part-time faculty member at The University of Scranton. You indicated that you wish to teach in the _____ department. I am sorry to inform you that our accreditation standards do not permit us to hire part-time faculty to teach in that discipline unless they have, at the minimum, a _____ degree and _____ years of experience.

We appreciate your interest in the University of Scranton and wish you well in your future endeavors.

Sincerely,

<<Department Chair>>