

Sample letter: Acknowledgment sent to job seekers by Department Chair after a requisition has been approved for a **Part-Time** Faculty search.

<<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 in a part-time capacity for the <<department>> at The University of Scranton. We have a position vacancy to teach <<#>> course(s) in the <<semester, year>>. The minimum basic requirements for this position are as follows:

<<Insert position description here per sample below>>

Begin Date: **End Date:**

Title of Course:

Number of Credits:

Days/hours of course: (note if the time is flexible)

Level of Education: _____
(e.g., Master's Degree in Communication or related discipline)

Required: _____ **Preferred:** _____

Level of Experience: _____
(e.g., number of years taught at college level)

Required: _____ **Preferred:** _____

Enclosed is an EEO survey card for you to voluntarily provide your race and ethnicity. This information will go directly to our Equity and Diversity Office; the information is treated confidentially and is never used in making an employment decision.

We will begin screening applications on <<date>> and continue until the position is filled. If we do not hear from you by that date, we will assume that you are not interested in this position.

Sincerely,

<<Name of Chair>>