

Sample letter: Acknowledgment to Job Seeker Responding to **Part-Time** Faculty Ad
(to be sent by the Dean's Office to respondents to blanket ad)

<<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.

We will notify you if and when a vacant position in the discipline(s) in which you have expressed interest becomes available. Your credentials will be kept on file for a year from the date on the postmark, after which time you must resubmit your information if you are still interested.

We appreciate your interest in The University of Scranton.

Sincerely,

<<Name of Dean or Dean's Rep>>