Interoffice Communication

Sample Memo
Inform Unit/Department/College

DATE:

TO:

FROM: Chair, Search Committee

RE: Search Process for ........

The search committee for ............ has been constituted. Members of the committee are: ........

The search committee met on ............ and approved the position description. A copy of the position announcement is enclosed and can also be found on the world wide web at ............

The committee seeks nominations and applications for the position. Although they will be accepted until the position is filled, we plan to begin our review of applications on ............., so it would be helpful to have as many applications as possible submitted by that date. I encourage you to suggest names of candidates to the committee. As indicated on the position announcement, applicants should submit a cover letter, a curriculum vitae, and the names and telephone numbers of five references to ...........(Chair, Search Committee).

The committee has agreed on a timetable that we hope will bring the finalists to campus ............. As the search process continues, we will provide periodic updates.