

(Date)

Dear xxx:

I am pleased to appoint you as *(Director of Undergraduate Studies)(Director of Graduate Studies)* in the Department of xxx. This appointment is effective from *(date) to (date)*. All departmental administrative positions serve at the discretion of the Chairperson of the Department, your divisional Associate Dean and the Dean of the College.

As *(Director of Undergraduate Studies)(Director of Graduate Studies)*, you will have responsibility for most (or all) aspects of the *(undergraduate)(graduate)* program in our department. These include *(advising students, running the pro-seminar or practicums, curricular revision and development, and promotion of excellence in teaching, or any other duties you wish to specify.)* You will also be a part of the executive team of the department. I look forward to listening to your ideas and feedback as we discuss the state and future of the department.

I am very grateful that you have accepted this responsibility and look forward to working with you. *(Please choose from the options below).*

FOR DUS APPOINTMENTS

For departments with fewer than 15 faculty members or fewer than 50 majors/minors:

This appointment will be considered part of your regular service obligation to the department.

For departments with 100-250 majors/minors:

In order to enable you to serve in this capacity we will reduce your annual teaching schedule by one course. At no time can one semester be reduced to a zero (0) teaching schedule.

For departments with more than 250 majors/minors:

In order to enable you to serve in this capacity we will reduce your annual teaching schedule by two courses. At no time can one semester be reduced to a zero (0) teaching schedule.

FOR DGS APPOINTMENTS:

For departments with fewer than 20 graduate students:

This appointment will be considered part of your regular service obligation to the department.

For departments with 20-50 graduate students:

In order to enable you to serve in this capacity we will reduce your annual teaching schedule by one course. At no time can one semester be reduced to a zero (0) teaching schedule.

For departments with more than 50 graduate students:

In order to enable you to serve in this capacity we will reduce your annual teaching schedule by two courses. At no time can one semester be reduced to a zero (0) teaching schedule.

Congratulations, and again, thank you.

Sincerely,

Name, Chairperson Department of xxx

CC: Name, Associate Dean for xxx

Name, Administrative Assistant to Associate Dean xxxxx