(Date)

Dear [Name]:

I am pleased to appoint you as (Director of Undergraduate Studies)/(Director of Graduate Studies) in the Department of [Department]. 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 practicum, 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 [Department]
CC: Name, Associate Dean for xxx
Name, Administrative Assistant to Associate Dean xxx