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