

Dear Faculty Members:

We are requesting your written consultation on the appointment of [NAME, CURRENT POSITION] as adjunct faculty at [FACULTY LEVEL – ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, ETC.] in the College of Nursing. Attached are the AR for adjunct faculty, position description with statement of evidence for which you should use in making your recommendation, [NAME]'s personal statement and CV. I

Per administrative regulations, all full-time tenure-eligible faculty at the rank of Assistant Professor and above are requested to provide an evaluation in writing regarding the appointment of a new adjunct faculty member at the College of Nursing. Please send your written recommendation (support or do not support the appointment as adjunct faculty at the [FACULTY RANK] in the College of Nursing)) via email to _____ by _____.