

## SAMPLE LETTER TO ALL VIABLE APPLICANTS

Dear \_\_\_\_\_:

Thank you for your letter of application dated \_\_\_\_\_ for the position in \_\_\_\_\_ at California State University, San Bernardino. In order to complete your application, we would like to request that you fill out the enclosed biographical Statement and Faculty Data form and return them to the department office as soon as possible.

CSUSB is one of twenty-three campuses in the California State University system with a student enrollment of approximately 17,000. The department is currently composed of \_\_\_ faculty positions, \_\_\_\_\_ of which are tenure-track, supporting a B.A./B.S. Program in \_\_\_\_\_. Although the department is relatively small, there are opportunities for faculty to teach in their area of interest. Our faculty are excellent and dedicated teachers who are also expected to maintain an active research agenda and participate in University or Community Service.

Although we would not characterize ourselves as primarily a research department, we are professionally active and are interested in candidates who will be active scholars. To facilitate research, the University provides monetary grants for scholarly activities and a very supportive office of Sponsored Programs. The University maintains a substantial library which is able to meet most faculty needs and the research collections of several University of California campuses are well within reach.

CSUSB is neither a small teaching college nor a large research-oriented Ph.D. granting institution. We are a medium-sized university where teaching is important and rewarded and where research is supported and encouraged. If you are interested in an academic career at a university with a comfortable mix of teaching and research, we believe that we have a lot to offer.

We look forward to hearing from you soon.

Sincerely,

\_\_\_\_\_, Department Chair  
Department of \_\_\_\_\_ -