

Dear Dr. _____:

Thank you for your interest in Northern Arizona University, and in particular your interest in the College/Department of _____. As indicated in the advertisement, the position requires as a minimum qualification “_____.” It appears from your application materials that you do not meet that minimum qualification. As a result, we cannot further consider your candidacy for this position.

We encourage you to consider applying for other employment opportunities with Northern Arizona University for which your educational background, experience, and skills are a closer match.

Thank you again for your interest.

Sincerely,

[Department Chair, Search Committee Chair,
or other faculty member requesting assistance.]