

Dear Dr. \_\_\_\_\_:

I am writing to ask your help in identifying promising candidates for the position identified in the enclosed announcement for an [assistant/associate/full professor] in [identify field]. We are looking for someone with broad interests in [discipline], but with a focus on [various specialty areas that match current department needs – where positions are defined broadly, rather than narrowly, a department is likely to retain a broader pool of potentially strong candidates, including women and minorities].

With [number] majors, NAU's [identify program or major] is [indicate anything that is unique regarding program – its size, focus, cross-disciplinary approach, national/regional recognition, etc.]. Among other things, our program offers/explores [area(s) of focus for the open position]. We are seeking a new colleague who can respond to and build on these interests, in collaboration with the other faculty in the program. She or he will also play an important role in [developing any new undergraduate or advanced degree programs, building collaborative ties with other programs, etc.]

We are strongly committed to diversity within our university community and to building on the diversity of our faculty and student body. As a faculty, we have taken steps to infuse our curriculum and program with a multicultural perspective. Our student body is increasingly diverse; [proportion] of our majors are women and students of color. Consistent with our on-going effort to ensure that diversity is integral to our program, we are especially eager to attract applications from minority and women scholars with wide-ranging interests that are relevant to our program. If you know any such scholars who might be interested in this position, I would greatly appreciate your dropping me a brief note with their names and addresses. If you prefer, you are welcome to provide the information by telephone [number] or email [email address]. I will contact any potential candidates you suggest and invite them to apply.

Thank you in advance for your help. If you have any questions about [program or department] or about the search, please don't hesitate to call me.

Sincerely,

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