

*SAMPLE: Search Committee Invite*

Good morning/afternoon ....,

The **DEPT** is currently conducting a search for the position of **TITLE, POSTING #**. The **TITLE** will be providing support **DESC**. We are inviting you to serve as a Search Committee member on this important role for **DEPT**. We seek your insights, experiences and feedback in selecting an ideal candidate to fill this role.

The posting is currently open and the “review begins” date is set for **DATE**. We plan to hold a Search Kickoff Meeting either on or around that date (we will send out a doodle poll). The first round of interviews are projected for **WHEN**. The posting can be viewed here:

[add link to posting](#)

Please advise if you will be able to serve on the Search Committee and we will follow-up with additional information for the search process. We will also add you as a Search Committee member to the posting so that you can begin reviewing postings as your schedule permits.

We appreciate your time and assistance.

Best regards,

Search Committee Chair