

Dear (Colleague, Director, etc.)

The mission of the University of New Mexico includes a commitment to diversity. In our efforts to further diversify our workforce, we continually seek to recruit faculty and staff from protected classes. Therefore, we would appreciate your bringing the enclosed position announcement to the attention of qualified candidates. (*Departments can add their own embellishments here if they choose to do so.*). Alternatively, if you simply want to forward the names of candidates whom you think might be qualified or interested, we would be happy to contact them directly.

Thank you very much for sharing this information with your colleagues and for bringing to our attention outstanding candidates for this position on our campus. We look forward to hearing from you.

Sincerely,

Chairperson, Search Committee