BROWN
Division of Biology and Medicine

Sample Recruitment Letter
Attachment B

(Department letterhead)

Dear Colleague:

I am writing to request your assistance in the recruitment of a **(name of position)** at **(hospital name).** The **(hospital)** is one of the affiliated teaching institutions of The Warren Alpert Medical School of Brown University. The successful candidate must qualify for a full-time medical faculty position at the rank of **(faculty rank)** in the Department of **(department name)** at The Warren Alpert Medical School of Brown University. Minimum requirements include: board eligibility or certification in _____, strong clinical background in _____, excellence in patient care and teaching, and a commitment to scholarly participation in the _____ research programs of The Warren Alpert Medical School. **Experience in** _____ is highly desirable. It is preferred that the candidate's research **experience focus on** _____or a closely related field. I would appreciate your help in making this vacancy known to any qualified and available individuals.

For this position, Brown does not sponsor the H-1B visa classification to scholars who need immigration sponsorship in order to enter the U.S. and commence lawful employment under the terms of their appointment. Current H-1B visa holders can apply.

As an EEO employer, Brown University provides equal opportunity and prohibits discrimination, harassment and retaliation based upon a person's race, color, religion, sex, age, national or ethnic origin, disability, veteran status, sexual orientation, gender identity, gender expression, or any other characteristic protected under applicable law, in the administration of its policies, programs, and activities. The University recognizes and rewards individuals on the basis of qualifications and performance. The University maintains certain affirmative action programs in compliance with applicable law. The **(hospital name)** is an EEO employer **(insert Hospital's EEO statement)**. Review of applications will begin immediately and will continue until the position is filled or the search is closed. Please apply online at **(Interfolio Link)** *(The link will be created once you have added the search to Interfolio.)*

Sincerely yours,

Name
Search Chair
Address

Note:

- *The Advertisement, FPA, Job Description, and Recruitment Letter must all have the same exact wording for required and preferred qualifications.*
- *Include any mailing lists of groups that will be notified of the vacancy.*
- *More descriptive information can be added as long as the required and preferred criteria remain unchanged.*