**Appendix** **L: Applicant Acknowledgement Letter**

{Insert Date}

Dear ,

Thank you for your application for the position of X in the Department/Division of Y at SMU. Your file is complete and we will begin reviewing applications on {Insert Date}.

OR

Your file will remain incomplete until we receive ZZZ.

We have received your materials and forwarded them to the search committee, which will evaluate the resumes of all candidates during {Insert Date}, when we may also attempt to interview selected “long-list” candidates at national meetings. The committee hopes to interview selected candidates during {Insert Date} and conclude the search by {Insert Date}.

If the committee needs additional information about your candidacy, I shall contact you. The committee will notify all applicants of its employment decision after the position is filled.

We ask that you please take a moment to complete our online Applicant Data Request Form accessible at <http://www.smu.edu/IAE/BrochuresandForms/FacultyApplicantDataRequest> to help us comply with Federal regulations and monitor the effectiveness of our searches. The committee will not see this information. It goes directly to our Office of Institutional Access and Equity. Please reference Position Number .

Once again, many thanks for your interest in Southern Methodist University. I will be happy to answer questions or provide you with further information. If you have questions, please contact me at \_\_\_\_. Good luck.

Cordially,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Ph.D.

Chair, Search Committee

\*Note: The IAE paragraph to solicit applicant data must be included in any modification. It is suggested that this letter be sent to the applicants electronically. Please do not send via Webmail – there have been some issues in the past with Webmail as it requires a log-in of an SMU ID and password from the applicant.