Communication Templates: University Stakeholders

This set of templates provides a starting point for reaching out to key stakeholders in a university when recruiting. These focus on faculty outside of the teacher preparation program and university recruiters.

Effective Communication Templates for University Stakeholders are:

- Quickly Customizable to each interaction and the sender’s voice
- Edited for correct grammar
- Used to support authentic communication and relationship building
- Time Savers

Effective Communication Templates for University Stakeholders include:

- Emails that you send frequently (yearly or quarterly) to many people
- Accurate information, given the institution processes
- Polite and professional language to accurately represent your college and the teaching profession