Message regarding **(INSERT NAME OF PROJECT HERE)**:

Dear **(INSERT Assistant Dean/Chief Administrative Officer**[[1]](#footnote-1) **NAME HERE)** -
**(INSERT NOMINATED WORKGROUP MEMBER NAME HERE)** has been nominated to serve on the **(INSERT NAME OF PROJECT HERE)**. It is our policy at the Office of the Executive Vice Chancellor, Academic Affairs (EVCAA) to request permission for service from the supervisor of the nominee. The goal is to enhance communication between our unit and the departments and colleges. An outline of the commitment may be found below.

The Project:
The **(INSERT NAME OF PROJECT HERE) is (INSERT description of the project and project goals, the intended audience and/or beneficiaries of the outcomes and a description of the** project, etc**.).**

Time Commitment:
We anticipate that commitment on the **(INSERT NAME OF PROJECT HERE)** will be for one year. This group will meet XX times per month and will begin in XX month/week.

Role and responsibilities of committee members:
Each **(INSERT NAME OF PROJECT HERE) Workgroup** member will be responsible for:
• Attending all committee meetings, to the best of their ability
• At the meetings, the advisors will represent not only their opinions, but the opinions and concerns of the colleagues in their departments, units and divisions. Therefore, the committee member will need to communicate with their colleagues.
• Act as a Subject Matter Expert (SME) in the area
• Committee members will be asked to test modules of the application. Time must be set aside to test.

Next Steps:
Please respond to this email if you approve the appointment of **(INSERT NOMINATED WORKGROUP MEMBER NAME HERE)** on the **(INSERT NAME OF PROJECT HERE)**.

Best regards,
**(INSERT NAME OF PROJECT LEAD)**

1. In the case of UC San Diego Extension, approval would come from the Chief Administrative Officer [↑](#footnote-ref-1)