Email Template for New/Visiting Faculty

Dear Professor ______:

Welcome to the Tuck School for the upcoming ________ academic year. I will be your Academic Coordinator during this time. My responsibilities to you, both before and after your arrival, include the following:

a) Academic support for classroom teaching materials (drafting/processing all handouts, presentations and/or documents used in class), liaison with our AV team for all AV set ups in the classroom, etc.

b) Office setup and general supplies, equipment and special services for day-to-day operation

c) Data recording of classroom records, collection of all materials to be graded and returned to students, etc.

d) Processing any Tuck-related financial reimbursements for either teaching or travel expenses

To start, I need to confirm your arrival and departure dates at Tuck so that I can arrange office space with our Facilities office. As soon as you know this information, please forward the details to me.

Also, please be aware that your course textbook information and course syllabus is due by _____. This will allow me time to process all necessary materials so that students will receive their course information in a timely manner.

Please do not hesitate to contact me if you have any question.

Best Regards,