SAMPLE LETTER TO COMMITTEE CHAIRS

Prof. XXX XXXX
Chair
XXXX XXXXX Committee
Cc: Executive Officer, Secretary

Dear XXX

The <University of XXX> is about to commence the Program for Preparing Early Leaders (PROPEL) — a one-year intensive leadership program targeted to pre-leadership academics.

Participants on the PROPEL Program have been selected based on their recognised leadership potential. The Program will commence on <DATE>.

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<th>Name of Participants</th>
<th>Faculty</th>
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One of the key features of PROPEL is its ‘Big Picture’ Component. Through this component, PROPEL participants will attend high level committee meetings to gain a realistic picture of how the University operates and enable them to experience the complexity of academic management. Further details of the Big Picture Component are attached.

We have identified the XXXX XXXXXX Committee as a valuable committee for PROPEL participants to attend.
The Committee’s involvement would entail:

- One PROPEL participant attending per Committee meeting as an observer.
- A number of different participants attending during the 12-month Program.
- A brief appointment between the participant and the Chair following attendance to discuss observations and gain further insights.
- A brief written report on observations provided to the Chair by the participant.

Participants will sign a confidentiality agreement stating they will not disclose any confidential or sensitive information they have received as a result of their committee attendance. Participants will be advised to step out of a meeting at any time that the committee is discussing sensitive matters regarding the participant’s own Faculty.

We hope you will give approval for the XXX XXX Committee to be included in this initiative.

Please advise the PROPEL Coordinators by .....