



Dear Dr. Mentor,

I hope this email finds you well.

I am in the process of creating a faculty mentorship committee for Dr. Mentee. Dr. Mentee is a new Assistant Professor in our department with an academic role category of (enter here). Dr. Mentee's academic interests include (enter here). As Dr. Mentee starts their career, it is an important time to establish a Schulich Faculty mentorship committee for best supports. Given your similar academic role category and academic interests I am wondering if you would consider sitting on Dr. Mentee's committee.

The time commitment is a one-hour meeting twice/year. Given this is a transition time in Dr. Mentee's career, the meetings may be more frequent in the upcoming year. Dr. Mentee will look after scheduling the meetings and creating minutes following each encounter. There will be one other mentor on Dr. Mentee's committee from our home department that will chair the first meeting. This faculty mentor is (name) and shares a similar academic role category and interests with Dr. Mentee.

Thank you for considering this opportunity and let me know if this interests you.

Sincerely,

(Department mentorship champion)