**Great Lakes Region**

**Faculty Notification of Mailed Contracts (email)**

Hello (insert teacher’s name):

We are writing to let you know that we have put your contracts for teaching at the 20\_\_ Great Lakes Region Seminar in the mail to you today. We have included 4 copies; please keep one unsigned copy for your reference, and return 3 copies, signed and initialed, to us in the included envelope. We will then sign and return a copy to you.

Our timeline in the contract asks that you return the signed contracts by January 31, 20\_\_. We are aware that this is a short turnaround time, and that some of you will be away teaching during this time and may not have access to your "snail" mail. If you cannot get the signed copies back to me by the January 31st deadline, please let me know and we'll work out an alternative time deadline. We trust that the contracts will be acceptable, and that this process will go smoothly. Please let me know if you have any questions or concerns when you receive the contract.

In this email we've included an attachment that outlines the dates in the contract for our 20\_\_ Seminar. Please let me know if you have any questions about the scheduling of your classes, especially for those of you with two 2-day classes. Some of these dates are somewhat flexible, but all have been thoughtfully considered so that we can have time to process various things. There are three 20\_\_ dates for you to be aware of:

First, is the contract return date, discussed above.   
  
Second, is the March 1st date for getting us information for our publicity flyer that we will distribute at the​​​

20\_\_ GLR Seminar.

Third, is the April deadline for sending your pieces to us for display at the 20\_\_ GLR Seminar.

After these dates, all our other timeline dates are in 20\_\_.

We are very excited to be moving along in our Seminar plans. So far, only our faculty selection committee knows who has been selected to teach at our Seminar. We will announce all of your names to our region members at the 20\_\_ Seminar in \_\_\_\_\_\_\_\_, but our \_\_\_\_ Seminar committee will learn of your selection at our next Seminar committee meeting! We hope you are as excited to be coming to \_\_\_\_\_\_\_\_\_\_\_\_ as we are to have you coming to teach!

Again, let me know if you have any questions or concerns.

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Dean of Faculty, 20\_\_ GLR Seminar

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Assistant Dean of Faculty, 20\_\_ GLR Seminar

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