|  |  |
| --- | --- |
|  | **DEPARTMENT OF [INSERT NAME]**  **FACULTY OF [INSERT NAME]** Letter of Support for a Proposed **[Program]** |

[Date]

Dear [academic contact, industry association, employer contact, community group, professional organization, regulatory body, licensing or credentialing body]:

As part of the consultation process required for new program development, the [Department] of Vancouver Island University is seeking your input and letter of support for a proposed [**Program**].

[Provide a brief description of the proposed program, including its purpose and graduate outcomes. Attach the proposed curriculum and related content information such as: length of program, admissions, prerequisites, delivery model, laddering opportunities, career opportunities, core course descriptions, program learning outcomes, and a program outline or matrix.]

I look forward to hearing back from you and thank you in advance for your time. Please reply to this email with your letter of support by [**Date**]. I’d be happy to chat on the phone and answer any questions that may come up.

Sincerely,

[Program Chair]

Vancouver Island University

**Ph: [ ]**

**[email]**

Privacy Notification and Consent

*Your personal information is being collected under the authority of Section 26(e) of the Freedom of Information and Protection of Privacy Act (FOIPPA). The information collected will be used for the sole purpose of planning programs at Vancouver Island University. This information will be accessible by employees of VIU on the internal document archive viewer and may be viewed by external reviewers as well as personnel from the Government of British Columbia Ministry of Advanced Education, Skills & Training. Questions about the collection of this information should be directed to the* [*Office of the University Planning and Analysis*](mailto:programplanning@viu.ca)*. By providing a letter of support you are consenting to the collection and use of the information as stated.*