

## Sample Accept Letter

Subject: Congratulations! We would like you to join our **[SEMESTER]** TLH Student Advisory Board

Dear **[NAME]**,

Congratulations! We are delighted to offer you a seat on our Spring 2023 TLH Student Advisory Board. The TLH team recognizes your commitment to our mission of engaged pedagogy in the service of creating a more just, equitable, anti-racist, and democratic society.

**To accept our offer, please fill out this form [hyperlink removed] by [DATE] (it will take less than 3 minutes). If you need to decline our offer, please email us directly at [TLH@cuny.edu](mailto:TLH@cuny.edu) by [DATE].**

As a member of the Student Advisory Board, you will meet three times (virtually via Zoom) with eleven other fellow CUNY students and advise TLH staff on implementing institutional change related to teaching and pedagogy. Part of this includes the opportunity to attend virtual events and contribute reflections on our Transformative Speakers Series (see a list below) and to help organize a **“Student Summit on the Role of Humanities in a Just Society,”** a full-day virtual unconference to be held on May 5.

- Ly Tran, March 28 @ 4:30-5:30pm ET
- Tracie Morris, April 27 @ 4-6pm ET

As a reminder, for your contributions, you will receive a laptop and a \$300 scholarship.

Your term as a **[SEMESTER]** TLH Student Advisory Board member will begin on the first day of the semester, and will conclude at the end of the semester.

We would be honored and delighted if you wanted to join us in envisioning a better future for higher education.

Sincerely,  
The TLH Team

## Sample Regrets Letter

Dear **[NAME]**,

We thank you for your application to be a part of our **[SEMESTER]** TLH Student Advisory Board and recognize your commitment to our mission of engaged pedagogy in the service of creating a more just, equitable, anti-racist, and democratic society. We received many strong applications and, unfortunately, you were not selected to join our advisory board.

We deeply value your commitment to envisioning a better future for CUNY and for higher education and hope you will join us for our Transformative Speakers Series events this year as well as our [Student Summit on the Role of Humanities in a Just Society](#) on May 5. Presenters at the Student Summit will receive a mini iPad and a \$300 scholarship. We would love to read a proposal from you!

Thank you for the time and thought you put into your application for **[SEMESTER]**. We enjoyed learning more about you and wish you the very best in all your academic and other endeavors.

Sincerely,  
The TLH Team