



**Executive Director Name**  
Title  
Phone  
Email

Name of Provost  
Campus Name  
Campus Address Line 1  
Campus Address Line 2

Dear Provost [Last Name]:

We write for two reasons. First, we want to commend the members of your faculty listed below for their successful and, indeed, cutting edge work as Mellon Foundation [Transformative Learning in the Humanities \(TLH\)](#) Faculty Fellows. TLH is part of the [CUNY Innovative Teaching Academy](#) (CITA), which aims to improve pedagogy at scale and recognize excellence and innovation in teaching by CUNY faculty. Second, we write with the details of the compensation your faculty will receive for their contributions.

The faculty members listed below were selected from among a highly competitive applicant pool across all of CUNY's two- and four-year colleges. In addition to their regular teaching loads, as Mellon TLH Faculty Fellows, they studied, collaborated, led, and implemented in their classes research-based innovative methods. They also completed final, collaborative public projects and included their own students in the planning and execution, meeting with faculty from other campuses to create meaningful, research-based pedagogical contributions for CUNY and the public at large. We hope you are as proud as we are of the work they have been able to accomplish.

TLH has reached an estimated 32,000 CUNY students and their peer-led public events have reached an audience of over 5,000 faculty and staff from CUNY and worldwide. Every Mellon TLH Faculty Fellow has led at least one public knowledge [project](#) or [event](#) and produced public scholarship that continues to resonate across CUNY and the nation. To read more about TLH's impact, please read our [2021-2022 Annual Report](#).

Each Mellon TLH Faculty Fellow will receive a \$1,800 award this semester. Instructions for processing these awards and issuing payment are attached to this email. Full-time faculty will receive stipends (today may serve as their completion date). CUNY Central transferred funds for their awards to your college in the most recent lump sum allocation. We greatly appreciate your help in ensuring that each of the faculty listed below receives their \$1,800 award in a timely manner.

[List Faculty Names and Amounts]

Your support for this remarkable, CUNY-wide program is greatly appreciated.

Sincerely,  
[Signature]