[Please cc the new faculty member on this email as well]

Dear Potential Growth Network Member,

I am the Growth Guide for [insert new faculty name], a new faculty member in [insert department name]. In order to best help faculty progress through the promotion process, I am seeking your assistance. This work is part of a new program at SIUE called the [Growth Network.](https://siuecougars-my.sharepoint.com/%3Ab%3A/g/personal/lbartel_siue_edu/ES-DDApOjCtNncEBURLcuHEB09LrwyhDUCJdE51Vj1xr0w?e=Tbqsc6) The Growth Network allows for new faculty members to receive mentoring from a variety of faculty who have unique skill sets and valuable experiences.

Your role, as a Growth Network Member is simple: you will meet (at least once) with the new faculty member and discuss career goals. Your meetings should produce actionable steps that the new faculty member can take. Here are some [examples of things you might discuss](https://siuecougars-my.sharepoint.com/%3Ab%3A/g/personal/lbartel_siue_edu/EQ2xQsd2eCpIk12N-iHAyMsBLzA6KGhzQLqZc1vNsBZPAA?e=JRcwQY) with a new faculty member.

Should you agree to participate, you will need to decide on a meeting date with the new faculty member.

Please respond, indicating whether you can participate or not. Please also indicate times [insert one of these months: February, March or April] and modalities for meeting that you are comfortable with.

Many thanks,

[Inset name of Growth Guide]