

SAMPLE OF LETTER TO CREATE PERMANENT POSITION

Dr. Ray Authement
President
University of Louisiana at Lafayette

Dear Dr. Authement;

This is to request permission to create a full-time permanent unclassified position as shown below. This appointment will be for the duration of the grant.

Position: Research Scientist

Affiliated Dept: Biology

Effective Date: September 1, 2005

Salary: \$55,000 annually

Funding: USL/DoE EETAP Grant: Information Systems Technology for Energy and Environmental Applications (R 1234)

Qualifications: M.S. or Ph.D. in Computer Science or closely related field with specialization in database management, software project management and/or software engineering.

Duties: Develop and/or coordinate the development of various software aspects of the Information Center; acquire/develop advanced tools and techniques for analysis and interpretation of data sets pertaining to environmental and energy applications; develop sophisticated information retrieval and filtering tools, such as those for adaptive retrieval; to support clients' needs; provide assistance to researchers and graduate students.

Thank you for your consideration.

Sincerely,

Approval Recommended:

John Thibodeaux
Project Director

Bradd Clark, Dean
College of Sciences