[DATE]

[DEPARTMENT CHAIR NAME]

1 Shields Ave

Davis, CA 95616

RE: ACCELERATE Fellows Program, Center for Educational Effectiveness (CEE)

Dear Committee Representatives,

The [INSERT NAME OF DEPARTMENT] is proud to support [NAME OF APPLICANT] to participate in the intensive **ACCELERATE Fellows Program**, which invites faculty to create inclusive and equitable e-learning environments and the transformation of face-to-face courses into online/hybrid courses. We understand the voluntary time commitment of 20 hours per week over 4 days is being requested.

For 2020, ACCELERATE runs in the summer. Attendance is obligatory for the 4 intensive days of the program in which the Fellow has been accepted. Fellows also need to complete a number of tasks after the sessions during the week, such as some course redesign exercises and some short readings.

I understand that [NAME OF APPLICANT] has an active appointment in Summer 2020, or a prospective appointment for Fall 2020 (or the 20-21 academic year). I understand that Pre-6 Unit 18 applicants should submit a pdf of an Appointment Letter with their application. I understand that continuing Unit 18 applicants do not need to provide a letter of appointment.

I understand that Unit 18 Lecturers who successfully complete the ACCELERATE Fellows Program will be provided access to a $500 fund that will be available to pay for approved expenses related to the Lecturer's transformation of their course to the online/hybrid model, such as online/hybrid instructional materials, technology related materials, or tools that will directly support course redesign and transformation. This $500 fund is not compensation to the Lecturer, and will only be used to reimburse for expenses approved in advance by CEE. All materials procured through this program are the property of the University of California, Davis and are to be used for official University business.

Unit 18 lecturers will submit a budget upon completion of the program. The budget needs to include a clear rationale for how expenses apply to classes applicants are teaching (currently or prospectively). A budget template will be provided for Unit 18 participants to complete.

If you require additional information, please do not hesitate to contact me at [CONTACT INFORMATION].

Sincerely,

[DEPARTMENT CHAIR NAME]

[DEPARTMENT CHAIR Title]