Dear Dr. Li,

Your application for the Tenure-Track Law Enforcement, Assistant Professor position in the Division of Criminal Justice at California State University, Sacramento, has been reviewed by the search committee. The search committee would like to advance your application to the next phase in the search process: Preliminary Zoom Interview.

As indicated in my telephone call to you on (month/date/year), your preliminary zoom interview has been scheduled for: XXXXX

Please do not hesitate to let us know if there is something else that we can do to make your virtual visit as comfortable as possible. For example, if you have any technology requests, or other needs, please let me know and we'll make sure to account for these as we plan the day.

It is the policy of CSU, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related reasonable accommodation as part of the application and/or interviewing process, visit this Link and contact the Benefits Office by email at benefits@csus.edu or by telephone at 916-278-6213.

Candidates who require accommodations must initiate requests for accommodations. The Benefits Office can provide assistance with arranging accommodations. The candidate will share with the Benefits Office that they have been contacted for an on-campus zoom interview for (Position), with (Office), and reporting to (Hiring Manager). The candidate is not required to disclose to the interview requestor the medical basis for the accommodation request. If additional information is needed to respond to the candidate's request, the University may request the candidate to ask their health care provider to confirm their disability and/or the need for the requested accommodation.

We appreciate your interest in California State University, Sacramento. If you have any questions, please feel free to contact me directly at (916) 278-XXXX.

Sincerely,
Chairs name