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Faculty Week: Email Templates

Need help drafting an email to invite a faculty member to the one-on-one or prayer gathering? Want to see a template for a follow-up email? Check out these email drafts to get you started.



Invitation to a One-on-One

For a one-on-one with your current chapter advisor:

Dear [Prof. Name],

I hope you are doing well. It's been an exciting semester for InterVarsity. [Share a brief highlight]. I would like to meet with you to catch up and share a few updates on the state of InterVarsity, as well as get your ideas for upcoming ministry opportunities on campus. Are there times that would work for you during the week of [Faculty Week dates]?

Thank you for all you do for our ministry. I look forward to catching up with you soon!

[Insert sign-off/signature]

For a one-on-one with you a potential chapter advisor:

Dear [Prof. Name],

I hope you are doing well.. InterVarsity Christian Fellowship at [college name] is looking for a faculty member to partner with as our chapter advisor. I would like to meet with you to share more about our ministry and to get to know each other. Are there times that would work for you during the week of [Faculty Week dates]?

Thank you for your time and consideration. I look forward to talking with you soon!

[Insert sign-off/signature]

Follow-Up to a One-on-One

After a one-on-one with your current chapter advisor:

Dear [Prof. Name],

Thank you so much for taking time to meet with me. [Share one or two specific things you appreciated from the meeting].

As we discussed, [Summarize commitments/potential collaboration, with next steps].

Finally, would you consider filling out this [chapter advisor form](#) from InterVarsity? InterVarsity's Faculty Ministry would like to thank you and hear from you on your experience with InterVarsity so that we can improve our work with advisors.

Again, thank you for your time and support of our ministry. I'm so grateful to have the opportunity to serve campus with you!

[Insert sign-off/signature]

After a one-on-one with a potential chapter advisor*:

Dear [Prof. Name],

Thank you so much for taking time to meet with me. [Share one or two specific things you appreciated from the meeting].

As we discussed, I would love to have you as part of our ministry at [college name]. If you'd like more information on what chapter advising with InterVarsity could like, here is our Chapter Advisor site. Please let me know if you have questions or concerns you have as you consider advising. I'll check back in two weeks about your decision but am happy to wait if you need more time.

[Summarize any other commitments/potential collaboration, with next steps].

Again, thank you for your time and consideration. I look forward to hearing your response in the coming weeks.

[Insert sign-off/signature]

**If they say yes to chapter advising, make sure to thank them and send them the [chapter advisor form](#) to fill out!*

Tags:

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