

April 25, 2012

«First\_Name» «Last\_Name»

«Title»

«Address»

«CityStateZip»

Dear «First\_Name»:

It is our pleasure to invite you to become a member of the Commission on Lesbian, Gay, Bisexual, and Transgender Equity. The Commission membership includes Penn State administrators, faculty, staff exempt, staff nonexempt, technical service employees, and graduate and undergraduate students. Commission members are appointed to serve a three-year term. Your appointment will begin on July 1, 2012 and continue through June 30, 2015.

The Commission's bylaws and informational material are enclosed. The bylaws stipulate the purpose and function of the Commission, as well as membership requirements, organizational structure, and operational procedures. The Commission will explore a number of challenging issues in the coming months to promote the professional welfare of all members of the University community. Without the generous contribution of our members' ideas and experiences, and without encouragement and active support from many supervisors and administrators across the University, the commissions could not continue to build on their strong history at Penn State. It is our hope that commission members be granted the time to actively participate without using vacation or personal time to do so. As your term commences, you are encouraged to speak with your supervisor about your involvement on the Commission and to discuss appropriate arrangements for your participation in Commission meetings, activities, and committee work, as well as opportunities to report on the Commission within your unit. You may also wish to share the Commission's website for additional information:

**[www.equity.psu.edu/clgbte/](http://www.equity.psu.edu/clgbte/)**.

Commission meetings are held monthly throughout the academic year, beginning with a full day retreat at the beginning of fall semester. More information about the retreat, as well as the new member orientation meeting, will be forthcoming. The chair of the Commission for academic year 2012–13 is Cristol L. Gregory.

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Please notify Annyce Schafft in the Office of Educational Equity of your decision to accept or decline this appointment at 814-863-7889 or via e-mail at [ans195@psu.edu](mailto:ans195@psu.edu) by Friday, May 11, 2012. Thank you for your service in enhancing the climate for civility and diversity at Penn State.

Sincerely,

Rodney A. Erickson  
President

W. Terrell Jones  
Vice Provost for Educational Equity

Enclosures

cc: «Supervisor»  
«SuperSuper»  
Cristol L. Gregory