

(departmental letter head)



**INDIANA UNIVERSITY**  
INDIANAPOLIS

Date

To Whom It May Concern:

**Position Duties**

As an Assistant Professor of Mathematical Sciences in the Department of Mathematics at IUI, -- (name of prospective H-1B employee) -- will have the following duties and responsibilities:

1. Conducting research in applied mathematics, more specifically in the area of nonlinear hyperbolic conservation laws and their applications;
2. Teaching courses in mathematics at both the undergraduate and graduate levels;
3. Performing services that are necessary to implement the educational programs and academic objectives of the department.

**Minimum Degree and Experience Requirements for Position**

*(including training, experience, licensure, and board certification requirements)*

A Ph.D. in the relevant discipline (in this case, mathematics) is the standard requirement for a tenure-track Assistant Professor position at IUI.

**Qualifications of Beneficiary for Position**

Dr. ----- received his doctorate degree in mathematics in 19-- from the Courant Institute of Mathematical Sciences at New York University (NYU). After receiving his degree, he pursued postdoctoral studies first at the State University of New York (SUNY) at Stony Brook, and then at the University of Wisconsin at Madison (UWM). Currently, he is a visiting member of the Institute for Advanced Study at Princeton. Dr. -- ----- has two research papers published and several more under preparation. His work in nonlinear hyperbolic conservation laws is considered by leading authorities in this area to be highly original and extremely promising. Dr. ----- has also accumulated considerable classroom experience while teaching at NYU, SUNY at Stony Brook, and UWM during the past ten years. Based on his academic training, his research potential, and his past teaching experience, Dr. ----- is well qualified for an assistant professorship in the Department of Mathematical Sciences at IUPUI.

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Signature

Title of supervisor for position