

**ADDRESS**

**DATE**

Dear **XXXXXX**

This is to congratulate you on your appointment to your role in the College of Life and Environmental Sciences. We welcome you to the College. For more than a century the University of Birmingham has thrived by being purposeful, pragmatic and pioneering; a trio of qualities which reinforce each other to strengthen our position as leading global university.

Our people are integral to this success; academic staff help us to develop innovative solutions to address big issues by combining original thinking with clear focus and rigour. Professional Services staff provide outstanding support to our researchers, enable an exceptional educational experience for our students, and help the University grow its influence regionally, nationally and globally.

Please find enclosed a pack of information for you to use before you arrive in Birmingham. It gives key information plus where to report to and what to expect. If you have any queries please contact the relevant person listed below:

Biosciences Head of School PA – Annette Evans, [A.E.Evans@bham.ac.uk](mailto:A.E.Evans@bham.ac.uk), 0121 414 5402

Geography, Earth and Environmental Sciences Head of School PA – Eileen Jackson, [E.E.Jackson@bham.ac.uk](mailto:E.E.Jackson@bham.ac.uk), 0121 414 7455

Psychology Head of School PA – Rachel Franklin, [R.Franklin@bham.ac.uk](mailto:R.Franklin@bham.ac.uk), 0121 414 7217

Sport, Exercise and Rehabilitation Sciences Head of School PA – Leigh Ann Cragg, [L.Knowles@bham.ac.uk](mailto:L.Knowles@bham.ac.uk), 0121 414 4451

We look forward to welcoming you.

Yours sincerely

College of Life and Environmental Sciences