MEMORANDUM

To: Faculty and Adjunct Faculty

From: Kenneth G. Furton, Provost and Executive Vice President

Date: November 3, 2014

Re: Panther Alumni Week (PAW) 2015

Dear FIU Faculty and Adjunct Faculty,

Our preparations for next year’s Panther Alumni Week (PAW) are currently under way. I am certain that together we can make our second annual PAW event a success! PAW will run from February 2-6, 2015. The purpose of this eventful week is to bring back our alumni to engage with our students and faculty. Having faculty personally invite their previous students back as guest speakers has been the most meaningful way to invite them back to campus. PAW week establishes a sense of continuity and gives alumni a chance to inspire our current students to succeed by showing them a glimpse of life after graduation.

Inviting alumni to be guest speakers during this exciting week is a simple, two-step process:

1) **Invite alumni to participate in PAW:**

Personally contact alumni whom you would like to host as a speaker in one of your classes. The format is up to you and your former student – it can be roundtables, presentation with Q&A, interview style, panel style, etc. The program should last about 20 minutes total. For your convenience, below is a formal invitation template which you may forward to any potential PAW Speaker.

2) **Confirm alumni’s participation in PAW:**

Once you have received a confirmation of commitment to participate in PAW, please go online (click here) to submit your speaker’s information as well as the class in which they are speaking. Submissions should be done no later than **Friday, December 12**.

Should you have any questions or need assistance with submitting the speaker’s information, contact your **PAW College Liaison** (click here for list of liaisons). The PAW College Liaison will gladly assist you with the speaker’s registration process.

The Alumni Association will “roll out the welcome mat” to PAW Speakers and provide reserved parking in designated areas, as well as, a small token of FIU’s appreciation to participating alumni. PAW will culminate in a closing reception hosted by President Mark Rosenberg on Friday February 6th at 5pm. All PAW Speakers and their faculty hosts will be invited. A formal invitation for this event will be e-mailed at a later date.

We look forward to building upon last year’s PAW success. Thank you for your participation in advance. Should you have any questions, please e-mail us at provoff@fiu.edu, or contact your **PAW College Liaison** with “PAW” in the subject line.
Suggested PAW Speaker Template

Dear ________:

I am pleased to invite you to serve as a guest speaker in my________ class, ___________ campus, on ____________ at ______ during FIU’s second Panther Alumni Week (PAW). Role models come in many forms but to have an accomplished graduate like you come speak to our students is so invaluable. Advice and stories about your experiences earning an FIU degree; what it was like to be a student, the challenges and opportunities, and how you forged a path to your career can really change our students’ lives.

It would be wonderful if you could speak to my class for approximately 20 minutes (i.e. interview, questions and answers, round table or similar).

Please let me know if you are available by December 5, 2014 if possible. If you can include an updated biography with your confirmation, that would be much appreciated. Once you have confirmed your commitment as a PAW Speaker, I will assign a student from the class to serve as your Campus Companion for the day. I will also notify the FIU Alumni Association for a courtesy parking pass and other special accommodations.

In order to show our appreciation for your participation, you and your guest are invited to a reception hosted by President Mark B. Rosenberg at the end of PAW. The PAW reception celebrates FIU’s alumni and our educational successes. The reception is scheduled for (please save the date, a formal invitation will follow):

Friday, February 6, 2015
6:30pm
Modesto Maidique Campus (venue tba)
Florida International University

To learn more about PAW, please visit http://paw.fiu.edu.

Thank you for your consideration! We look forward to welcoming you back to campus to experience your FIU like never before!

Sincerely,