**SAMPLE MEMO FROM CHAIR/DIRECTOR TO DEAN REQUESTING**

**SHORT-TERM FACULTY APPOINTMENT (credit: SAFS)**

Place on unit letterhead

DATE: [DATE]

TO: Dr. Lisa Graumlich, Dean, College of the Environment

FROM: [CHAIR/DIRECTOR NAME, UNIT NAME]

RE: [FACULTY APPOINTMENT TITLE] in [UNIT]: [EMPLOYEE NAME]

Dear Dean Graumlich,

I write to recommend and request the appointment of [NAME] to [TITLE] in the School of [UNIT] for a [# YEARS] term effective [DATE] to [DATE]. This appointment is [% FTE] and will be paid at the full-time monthly rate of [SALARY] on a [#]-month basis.

Dr. [NAME] comes highly recommended for this position by [REFERENCES]. *[CUSTOMIZE AS APPLICABLE:]* Dr. [NAME] will be working under the direction of PI Dr. [FACULTY NAME], conducting research on [DESCRIBE THE EMPLOYEE’S DUTIES]. Dr. [NAME] is well qualified for this position and will be an asset to this School.

*[IF FACULTY VOTE REQUIRED:]* The faculty of this unit voted on this appointment on [DATE] with a vote result of [#] For, [#] Against, [#] Abstain, [#] Absent out of a total of [#] eligible voting faculty members. My vote is included/not included in this count.

*[IF CHAIR/DIRECTOR HAS DELEGATED AUTHORITY:]* I support this appointment and have attached the appropriate hiring documentation. In [MONTH/YEAR], the faculty of [SCHOOL] voted to delegate authority to the Director to appoint [FACULTY TITLE].

Your concurrence is greatly appreciated.

Sincerely,

signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[CHAIR/DIRECTOR NAME]  
[UNIT]

CONCURRENCE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Dr. Lisa Graumlich Date  
Dean, College of the Environment

Encl: hiring documentation