

**SAMPLE TEMPLATE OF PERSONNEL COMMITTEE RECOMMENDATION FOR
TEMPORARY OR PERMANENT
FIXED TERM FACULTY
Revised 3/26/2009**

TO: Dr. _____, Chair,
Department of _____

FROM: Dr. _____, Chair,
Personnel Committee

DATE:

SUBJECT: Results of the Personnel Committee Vote on the Appointment of *[Dr./Mr./Ms.]* _____

Consistent with Appendix D, the Personnel Committee met on _____ *[date]* to consider the appointment of *[Dr./Mr./Ms.]* _____ *[name]*. After reviewing the candidate's credentials, a majority of the Personnel Committee recommends that *[Dr./Mr./Ms.]* _____ *[last name]* be appointed for the *[choose appropriate phrase: _____ - _____ academic year[s] OR fall/spring semester _____ . [year]]* as fixed term with the title of _____.

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_____ I concur with the recommendation for the appointment of *[Dr./Mr./Ms.]* _____.

_____ I do not concur with the recommendation for the appointment of *[Dr./Mr./Ms.]* _____.

[Name of unit head], [title]
[School/Department] of _____

Date

=====

_____ I concur with the recommendation for the appointment of *[Dr./Mr./Ms.]* _____.

_____ I do not concur with the recommendation for the appointment of *[Dr./Mr./Ms.]* _____.

[Name of dean], Dean
College of _____

Date

***NOTE: Appendix D.IV requires notification to the faculty member at every level of review and requires that the administrator at each level shall communicate immediately his or her recommendation to the candidate, the unit committee, and other appropriate administrators. Providing a copy of this memo to the appropriate bodies after each level of approval may be used to constitute notification.**