**Memorandum**

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Department Head

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Dean

DATE:

SUBJECT: Reappointment of Tenure Track Faculty

Based on the annual performance evaluations and your recommendation for tenure track faculty reappointments in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I concur with the department's recommendation to reappoint the following individuals for the noted year of his/her appointment.

 **Current** **Effective**

**Name Appointment Date Year in Rank Academic Year**

Through copy of this memorandum, I will forward my recommendations to the Provost’s Office.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Dean’s Signature)

xc: Marion K. Underwood, Ph.D., Provost and Executive Vice President

*Updated: January 2024*