[Month Day, Year]

To: Nancy Allbritton

 Frank & Julie Jungers Dean of Engineering

 College of Engineering

From: [Chair’s Name]

 Professor and Chair

 [Department/School]

This memo reports the recommendation of the Department of [Department/School] Faculty that Professor’s [ADD NAMES] be reappointed to a second three-year term as Assistant Professor. This quarter marks the end of the second year of their three-year contract.

On [Month Day, Year], Professor's [ADD NAMES] cases were considered by the [Department/School] faculty above them in rank and the vote for reappointment was as follows:

|  |  |
| --- | --- |
| Eligible | 00 |
| Approve | 00 |
| Don’t Approve | 0 |
| Abstain | 0 |
| Absent | 9 |
| Total | 00 |

As Chair, I enthusiastically support the recommendation that Professor’s [ADD NAMES] be reappointed to a second three-year term to extend from [Month Day, Year]. All professors are extremely effective and valuable members of our department and we are very fortunate to have them.

Sincerely,

[Name of Chair], Professor and Chair

[Department/School]

**Concurrence**

I concur with the reappointment set forth in this memo.

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Nancy Allbritton Date

Frank & Julie Jungers Dean of Engineering

College of Engineering