<<MONTH DAY, YEAR>>

To: Nancy Allbritton

 Frank & Julie Jungers Dean of Engineering

From: <<NAME OF CHAIR/DIRECTOR>>

Professor and <<CHAIR/DIRECTOR>>

<<DEPARTEMNT/SCHOOL>>

Re: Adjunct Appointments, 2021-2022

The faculty of the <<DEPARTMENT/SCHOOL>> conducted a vote on <<MONTH DAY YEAR>> to consider Adjunct reappointments for the 2021-2022 academic year.

The names and vote totals are below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2021-2022 Adjunct Reappointments Approved** | **Eligible** | **Yes** | **No** | **Abstain** | **Absent** |
| <<NAME>> <<SURNAME>>, Adjunct <<RANK>> Professor |  |  |  |  |  |
| <<NAME>> <<SURNAME>>, Adjunct <<RANK>> Professor |  |  |  |  |  |
| <<NAME>> <<SURNAME>>, Adjunct <<RANK>> Professor |  |  |  |  |  |
| <<NAME>> <<SURNAME>>, Adjunct <<RANK>> Professor |  |  |  |  |  |
| <<NAME>> <<SURNAME>>, Adjunct <<RANK>> Professor |  |  |  |  |  |

**Concurrence**

I concur with the renewals set forth in this memo.

Nancy Allbritton Date

Frank & Julie Jungers Dean of Engineering