MEMORANDUM

DATE: DATE

TO: Scott Lephart, Dean
College of Health Sciences

FROM: CHAIR
DEPARTMENT NAME

RE: Request to Fill an Existing Position (TITLE, POSITION NUMBER)

I am formally requesting permission to advertise, interview, and fill position POSITION NUMBER, POSITION TITLE in DEPARTMENT. This position is to be funded by FUNDING SOURCE.

The position is a ASSIGNMENT PERIOD, TENURE (OR NON-TENURE) TRACK, TITLE SERIES, FTE position with the Distribution of Effort of XX% teaching, XX% research, and XX% service. This position was formerly occupied by NAME OF PRIOR OCCUPANT.