



College of Health Sciences

Office of the Dean
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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**.