**(PLACE ON APPROPRIATE LETTERHEAD)**

memorandum

**TO:** Pam Benoit

 Senior Vice President for Academic Affairs and Provost

**FROM:** {Insert appropriate current Chair information}

 {Insert appropriate new Chair information}

 {Insert appropriate new Dean information}

**SUBJECT:** Change of Primary Appointment/Change of Locus for {Insert Faculty member’s name}

**DATE:** {Insert as appropriate}

 We request that the locus of the primary appointment for the {insert rank}, {insert tenure status} position, held by {insert faculty member name} be changed from the Department of {insert department}, {insert organization number; position number} to the Department of {insert new department}, {insert new organization number; position number} effective {insert date}.

 {Insert determining reasons why a change of locus should be completed}.

Requested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 {Insert Name of current Chair}, Chair

Requested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 {Insert Name of new Chair}, Chair

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 {Insert Name of Dean}, Dean

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Pam Benoit, Senior Vice President for

Academic Affairs and Provost