

(PLACE ON APPROPRIATE LETTERHEAD)

MEMORANDUM

TO: Janet Woodruff-Borden
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: _____
{Insert Name of current Chair}, Chair

Date: _____

Requested by: _____
{Insert Name of new Chair}, Chair

Date: _____

Approved by: _____
{Insert Name of Dean}, Dean

Date: _____

Approved by: _____
Janet Woodruff-Borden, Senior Vice President for
Academic Affairs and Provost

Date: _____