Template EO Request for New Named Faculty Appointment

To: [provost name], Vice Chancellor for Academic Affairs and Provost

Via: [dean/associate dean name], [title], [college]

From: [EO name]

Date: [current date]

Re: Justification for the Appointment of [faculty name] as the [named appointment title] in [department name]

On behalf of [department name], I write to request approval to appoint [faculty name] as the [named appointment title] in [department name]. [Department name]’s recommendation for this named [professorship/chair] has the support of our [Named Appointments Committee]. The information required by Provost’s Communication #6: Named Faculty Appointments is provided in the following paragraphs:

Appointee:

Proposed Title:

Effective Date:

Prerequisites of the Named Appointment: [include restrictions and/or guidelines imposed by the fund agreement]

Selection Process:

Case for Distinction: [justification must include discussion of faculty member’s record commensurate with the intended honor {i.e., professorship or chair}]

Attachments:

* Curriculum vita of [faculty name]
* Summary of Qualifications of External Authorities
* Letters from Distinguished External Authorities