Sample EO Request for Appointee’s Annual Report of Named Appointment Activities

[date]

Dear [appointee’s name],

As a reminder, it is important to acknowledge the benefactor who has made your named appointment possible. As specified in Provost Communication #6, “[a]s part of the donor stewardship process, the holder of an endowed chair or an endowed professorship is required to provide information annually about his or her activities that can be communicated to the donor (or heirs).”

Please prepare annual correspondence that we can provide to the donor(s) or heir(s) of your named appointment, describing your accomplishments for the previous year and how gift funds from your [chair/professorship] made those achievements possible. [Optional language: You may wish to coordinate this correspondence with the preparation of your annual report.] This summary is due in the [Department Head/Advancement] office on or before [May 1], annually.

Please forward your letter to [designated].  They will coordinate transmitting these updates to the donors/heirs and will retain a copy of the letter in your faculty file.

I appreciate your assistance.

Sincerely,

[unit executive officer’s name]