Template EO Request for New Named Faculty Renewal

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 renew the appointment of [faculty name] as the [named appointment title] in [department name]. [Department name]’s recommendation to renew 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.

*[Renewal justification must include a summary of appointee’s accomplishments during the current term of the appointment, commensurate with the appointment level (i.e., professorship or chair).]*

Attachments:

* Curriculum vita of [appointee]