***Appointment Request Template***

***Must be on UNTHSC Letterhead***

**MEMORANDUM**

TO: Typed name (and signature or initials)

Dean

FROM: Typed name (and signature or initials)

Department Chair

DATE:

RE: Request for Faculty Appointment

I am requesting a <full time/part time> <clinical/non-clinical> faculty appointment for:

Faculty Name:

Academic Rank:

Tenure Status:

Department:

Academic School:

Commencement Date:

Major Responsibilities: Clinical Practice, Research, Teaching, Service, Administration

*Please choose* ***2*** *responsibilities (with option of 3) from the categories above, listing the major responsibility first*

***NOTE:***

Please include a brief paragraph describing the major responsibilities and other duties the new faculty member will be performing.

Type initials of the person who prepared this memo