**PLACE ON LETTERHEAD AND REMOVE THIS LINE**

**MEMORANDUM**

TO: Chair of Faculty Member
Title, Rank and Department

School

FROM: Requesting Chair

Title, Rank and Department

School

DATE:

RE: Joint Appointment for **Faculty Name**

I am requesting a joint appointment for Faculty Name in the Department. I am requesting they be appointed at their current rank. The start date for Faculty Name joint appointment is start date. This is part of the current workload distribution.

Faculty Name will participate in what will the faculty do (teach course 101).

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Requested School Dean
Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of Faculty Member
Title and Department