

*Example of a memo to the Dean to request to create a position*

**MEMORANDUM**

**TO:** Nancy Cox  
Dean, College of Agriculture, Food and Environment

**FROM:** [Department Chair]  
Chair, [Department]

**DATE:** [Date]

**RE:** Request to Create [Title Series & Rank] Professor

Attached is a request to create an [rank] Professorship in the [title series] in the Department of [department name]. This position will [add justification here]. [Rank] status will also promote the [additional details]. The salary of this position is expected to be [salary amount] and paid for by [funding source]. Attached you will find a position description, approved by a majority of the [department] faculty at the faculty meeting on [meeting date]

Please contact me if you need additional information.