MEMORANDUM

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

FROM: CHAIR

DATE: DATE

SUBJECT: Request to Fill Position Request, (TITLE, POSITION NUMBER)

I am formally requesting permission to advertise, interview and fill position POSITION NUMBER, POSITION TITLE in DEPARTMENT. This position is to be funded by FUNDING SOURCE.

The position is a [12-month tenure track Extension] (DOE%), Teaching (DOE%), and Research (DOE%) position with emphasis on ADD DETAILS. The appointee will be responsible for DESCRIBE DUTIES. Further duties include ADDITIONAL RESPONSIBILITIES. This position was formerly occupied by NAME OF PRIOR OCCUPANT.

This position is vital to the GOAL, MISSION, PROGRAM, of the department because [ ].

I request permission to begin the search and fill the position by DATE. Thank you.