**MEMORANDUM**

TO: Tasha Beretvas

Senior Vice Provost for Faculty Affairs

VIA: David Vanden Bout

 Interim Dean, College of Natural Sciences

FROM: [Enter Chairperson’s Name]

 Department Chair, Department of [Enter Department Name]

DATE:

RE: Request for Authorization of [Enter type of governance structure] Department of [Enter Department Name]

In accordance with the process described in the Handbook of Operating Procedures 2-1310, the voting faculty members of the Department of [Enter Department Name] have voted to **continue** their [Enter type of governance structure] as their respective governing body.

The Department of [Enter Department Name] [Enter type of governance structure] membership consists of

|  |  |
| --- | --- |
| # of | Faculty Title |
|  |  |
| *Ex.) 8* | *Associate Professors* |
|  |  |
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Department Faculty Vote conducted on: \_\_\_/\_\_\_\_/\_\_\_\_

For \_\_\_\_\_ Against \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

I endorse this request and am forwarding it for your approval.

[Enter Department Chair Signature]