

DRAFT

SUBMIT ON DEPARTMENTAL LETTERHEAD

MEMORANDUM

TO: Ann E. Penn
Equal Opportunity Officer

FROM: NAME
TITLE

DATE:

RE: Appointment of Postdoctoral Fellow to Research Associate

The Department of NAME requests permission to appoint NAME OF POSTDOCTORAL FELLOW to a Research Associate position in NAME OF UNIT under the provisions of the University's Special Search Policy for Certain EPA Faculty and EPA Non-Faculty Appointments.

- (1) NAME OF POSTDOCTORAL FELLOW
- (2) DISCUSSION OF SPECIAL SKILLS HELD BY THE POSTDOC TO BE EMPLOYED IN THIS POSITION
- (3) WHERE APPLICABLE, A STATEMENT OF SUPPORT FROM THE HEAD OF THE UNIT.

Signatures

Director of Research Unit

Chair of Department

Dean of School