

Example of a memo to the Dean to request to fill a position.

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.