**MEMORANDUM**

**DATE:** DATE

**TO:** Dr. David Silva, Dean

College of Sciences

**THROUGH:** Dr. Jose Lopez-Ribot, Associate Dean for Research

College of Sciences

Mike Findeisen, Assistant Dean for Fiscal Administration

College of Sciences

Dr. NAME, Department Chair

 Department of NAME

**FROM:** Dr. NAME, TITLE (*this should be the PI who is proposing to hire this postdoc*)

 Department of NAME

**SUBJECT:** Appointment of Dr. NAME, TITLE

I would like to appoint (excludes extensions) Dr. NAME as TITLE in DEPARTMENT as outlined in the Handbook of Operating Procedures, 2.02 Faculty Appointments and Titles, section IX, B.d; and 3.02 Staff Recruitment, section IX, C.5.

The period of appointment will be from XX/XX/20XX – XX/XX/20XX. We would like to recommend a XX-month salary of $XX,XXX which will be funded at a 100% appointment from GRANT/APPROVED DEPARTMENT BUDGET using cost center XXXX. (*Note: if a salary increase is requested you should state previous salary and increased salary along with expected source of funding)*

Dr. NAME has the necessary qualifications in the areas of …

Attachments:

*Draft Offer-Letter – (use templates)*

*Curriculum vitae*