**MEMORANDUM**

TO: Gary Raskob, PhD, Senior Vice President and Provost

THROUGH: Dean, College of ---

FROM: Department Chair, Department of ---

DATE: ---

SUBJECT: Renewal for Endowed Position

I recommend Faculty Member Name, Faculty Title of/in Academic Home endowed appointment for the Official Name of the Endowed Position be renewed effective Date to Date (typically up to 3 years).

Note: The request memo to the Senior Vice President and Provost (SVPP) must be sent at least 30 days prior to the expiration of the endowed appointment.

[Your request memo to the SVPP must provide detailed information on:]

* how the nominee has been fulfilling applicable chair criteria or requirements outlined in the donor agreement. Add description of research and/or teaching, including teaching done in clinical role, that the holder has performed, if applicable. **Please note that we will have to return any request that does not meet the criteria, so please do not skip this step.**
* the effects the endowed position has had on retention, recruitment, or promotion
* how the appointee has met the expectations during their appointment and their achievements during their time serving
* how the renewal of the endowed appointment will be used to further the strategic plan.

[Attach the faculty members’ CV with your request.]