**MEMORANDUM**

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

THROUGH: Dean, College of ---

FROM: Department Chair, Department of ---

DATE: ---

SUBJECT: Recommendation for Endowed Position

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

[Your request memo to the Senior Vice President and Provost must provide detailed information on:]

* the nominee's qualifications
* how the nominee fulfills applicable chair criteria or requirements outlined in the donor agreement. Add description of research and/or teaching, including teaching done in clinical role, if applicable. If you need a copy of the donor agreement, please refer to <https://apps.ouhsc.edu/pecp> or email [Catina-Jordan@ouhsc.edu](mailto:Catina-Jordan@ouhsc.edu). **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 of filling the endowed position on retention, recruitment, or promotion
* how the endowed appointment will be used to further the strategic plan.

[Attach the faculty member’s CV with the request.]