

Department Chair Nominee Election Reporting Memo – Template

Date: **Date**
To: Vincent J. Del Casino, Provost and Senior Vice President, Academic Affairs
From: **[Dean, Name, College]**
Re: Department Chair Nominee Election, **Department Name**

On **date**, all **Department Name** faculty were notified that the department would hold a meeting to begin the department chair nominee election process. Per University Policy F17-3, **I-Dean; or Name(s)-College Election Committee Member(s)** met with the department faculty **on date** to discuss electing the chair.

The faculty was provided the chair job description and chair appointment fraction (**fraction**). The department meeting to provide candidates for the ballot was held on **date**.

Willing, eligible candidates for the ballot were:

List name(s)

The department election was held by secret ballot from **date** to **date**.

The Department's nominee to become chair is **Name**. **[If failed election: The department failed to select a nominee.]**

[If a failure was declared, report the course of action after failure as set in F17-3, section 6.]

[Signature, Dean Name and College information go here.]

C: James Lee, Senior Director, Faculty Affairs
Melanie Schlitzkus, Executive Assistant to the Provost

Attachment: Signed College Election Committee Report.