

Memorandum of Transmittal – DAC Election Results

To: Sandra C. Gordon, Executive Director – Human Resources

From: Department Chair

At our departmental meeting held on _____, the department elected the following instructional staff members to the Appointments Committee:

Name	Rank	Tenure Status

By my signature, I attest that the election was held in compliance with applicable college and university bylaws pertaining to Committees on Appointments, including announcement of the election meeting agenda and circulation of the departmental eligibility list at least five working days in advance of the meeting.

Department Chair Signature: _____

Department: _____

Date: