

Please include on Department Letterhead

MEMORANDUM

DATE: **DATE**

TO: Scott Lephart, Dean
 College of Health Sciences

FROM: **CHAIR**
 DEPARTMENT NAME

RE: Request for Modification of a Position Description

The Department of <**Department Name**> requests approval of a modification to an existing faculty position description.

Pages <**X - X**> of this document contain the proposed position description and pages <**X - X**> contain the position description that we request be changed.

Please feel free to contact me regarding any questions.