

# **UHM**

# **Action Memo Format**

**Revised 12/03/07**

**Prepared by  
Office of the Chancellor**

***FORMAT  
for BOR Action***

Date (right justified)

**MEMORANDUM**

TO: Allan R. Landon  
Chairperson, Board of Regents

VIA: David McClain  
President

FROM: Virginia S. Hinshaw  
Chancellor

SUBJECT: NATURE OF REQUEST

**SPECIFIC ACTION REQUESTED:**

**RECOMMENDED EFFECTIVE DATE:**

**ADDITIONAL COST:**

If no costs are associated with this request, indicate here.

**PURPOSE:**

**BACKGROUND INFORMATION:**

Cite the BOR policy in the first paragraph.

**ACTION RECOMMENDED:**

This statement should match the language used in "specific action requested."

Attachment

[appropriate supporting documents: CV, salary placement worksheet, MOA]

**FORMAT  
for President's Approval**

Date (right justified)

MEMORANDUM

TO: David McClain  
President

VIA: Virginia S. Hinshaw  
Chancellor

FROM: (Name)  
Vice Chancellor (or memo may come direct from Chancellor)

SUBJECT: NATURE OF REQUEST

SPECIFIC ACTION REQUESTED:

RECOMMENDED EFFECTIVE DATE:

ADDITIONAL COST:

If no costs are associated with this request, indicate here.

PURPOSE:

BACKGROUND:

Cite appropriate policy, procedure or delegation memo.

ACTION RECOMMENDED:

This statement should match the language used in "specific action requested."

Attachment(s)

[appropriate supporting documents: CV, salary placement worksheet, MOA]

APPROVED / DISAPPROVED:

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David McClain  
President

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Date

**FORMAT  
for Chancellor's Approval**

Date (right justified)

MEMORANDUM

TO: Virginia S. Hinshaw  
Chancellor

VIA: (Name)  
Vice Chancellor

FROM: (Name)  
Dean / Director / applicable title

SUBJECT: NATURE OF REQUEST

SPECIFIC ACTION REQUESTED:

RECOMMENDED EFFECTIVE DATE:

ADDITIONAL COST:

If no costs are associated with this request, indicate here.

PURPOSE:

BACKGROUND:

Cite appropriate policy, procedure or delegation memo.

ACTION RECOMMENDED:

This statement should match the language used in "specific action requested."

Attachment(s)

[appropriate supporting documents: CV, salary placement worksheet, MOA]

APPROVED / DISAPPROVED:

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Virginia S. Hinshaw  
Chancellor

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Date

Additional Notes:

1. Font Size. The font size may be reduced to 11 point to make best use of page space when using Arial or Microsoft San Serif
2. Attachments. Please appropriately label attachments.
3. Page Numbering. Please ensure pages (including attachments) are numbered.
4. Courtesy titles. Not used.
5. Stapling. Not required.
6. "Via." More than one "via" (e.g., from Dean via Vice Chancellor and via Chancellor to President) in an action memo is acceptable.
7. Executive Administrator and Secretary of the Board. An additional copy of the BOR action memo no longer needs to be sent to the Executive Administrator and Secretary of the Board. The President's Office will forward the original.
8. Formats are subject to change.