UHM
Action Memo Format

Revised 12/03/07

Prepared by
Office of the Chancellor
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:

__________________________________________________________________________

David McClain
President

__________________________________________________________________________

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:

__________________________________________  Date
Virginia S. Hinshaw
    Chancellor
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.


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.