# GRADUATE DIVISION TEMPLATE FOR NOMINATION OF GRADUATE CHAIR

**(TO BE PRINTED ON LETTERHEAD)**

Date

**MEMORANDUM**

TO: Julienne K. Maeda

Interim Dean, Graduate Division

VIA: (Name of Dean)

Dean, (Name of College/School)

FROM: (Name of Department Chair)

Department Chair, (Department Name)

SUBJECT: NOMINATION OF \_\_\_\_\_\_\_\_\_\_\_\_ AS GRADUATE CHAIR, DEPARTMENT OF

\_\_\_\_\_\_\_\_\_\_\_\_, COLLEGE/SCHOOL OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is requested that you approve the nomination of \_\_\_\_\_\_\_\_\_\_\_\_ as Graduate Chair of the \_\_\_\_\_\_\_ degree program in the Department of \_\_\_\_\_\_\_\_\_\_\_\_, College/School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for a \_\_\_\_-year appointment, effective (Month, Day, Year) through (Month, Day, Year)(i.e., August 1, 2017 through June 31, 2020).

(Insert statement of agreement by the graduate faculty.)

Signature of Nominee acknowledging this nomination:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date

APPROVED/DISAPPROVED:

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Julienne K. Maeda Date

Interim Dean of Graduate Division

Attachment: CV

c: (Name of nominee)

Graduate Student Services