Submission Date

**MEMORANDUM**

**TO:** Mr. John Sharp  
 Chancellor

**FROM:** Dr. XXYYZZ  
 President/CEO

**SUBJECT:** Appointment of XXYYZZ

System Policy [*01.03. Appointing Power and Terms and Conditions of Employment,*](http://policies.tamus.edu/01-03.pdf) requires confirmation by the Chancellor of vice president, dean, deputy director or associate director of system members.

**Background Information:**

After conducting a nation-wide search, Dr. John R. Smith is recommended for the position of Dean of the XXYYZZ at System member institution/agency. The search committee received and reviewed XX applications and campus interviews were conducted with YY candidates. Dr. Smith brings to the position administrative and academic experience commensurate with the responsibilities.

As Vice President, Dean of the XXYYZZ, Dr. Smith will serve as the chief administrative officer in all matters related to academic affairs, including teaching, research and service. This includes evaluation and leadership of the Departments of Curriculum and Instruction, Educational Leadership and Counseling, and Health and Human Performance. Dr. Smith will also be responsible for providing leadership and oversight of the college’s academic strategy and fiscal resources. Dr. Smith’s start date is October XX, 20XX at an initial salary of $XXYYZZ.

The salary justification and a copy of Dr. Smith’s curriculum vitae is attached.

**Approval Recommended: Approved for Legal Sufficiency:**

James R. Hallmark, Ph.D. R. Brooks Moore

Vice Chancellor for Academic Affairs Deputy General Counsel

**Approved: Date:**

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John Sharp

Chancellor