

**SAMPLE COVER MEMO TO THE DEAN**

DATE

**MEMORANDUM**

**TO:** Dr. Antonio Cepeda-Benito  
Dean of Faculties and Associate Provost

**THROUGH:** Dr. Kate Miller  
Dean of Geosciences

**FROM:** Dr. XXXXXXXX  
Professor and Department Head

**SUBJECT:** Approval of Lecturer Appointments

The Department of XXXXX is requesting approval to appoint the following lecturers during the Fall 2010 and Spring 2011.

<b>Name</b>	<b>Semester</b>	<b>Course</b>	<b>Amount</b>

The appointment packets for the individuals listed above are enclosed for your review and approval.

Thank you for your consideration of this request. Please contact me at XXXXX if you need any additional information.

Enclosure