

**TRANSMITTAL FOR
NAMED APPOINTMENT FORM**

Date _____

Name _____

College _____

Department _____

Proposed Title _____
(Title must appear exactly as it appears on the award documentation)

Internal/External Candidate _____

Effective Date _____ Term of appointment _____

Endowment Funding: \$ _____ Toward Salary
 \$ _____ Discretionary Funds (annual)APPROVALS:

Department: _____ Date _____

College: _____ Date _____

Vice Chancellor for Development: _____ Date _____
(Vice Chancellor or Designee)Provost Approval: _____ Date _____
(Provost or Designee)Chancellor Approval: _____ Date _____
(Chancellor or Designee)ATTACHMENTS:

- Cover Memo/Letter with summary of case from Department Head/Chair
 - Prerequisites of the named appointment
 - Description of the process used for selection
 - Case for distinction
- Updated curriculum vitae
- Gift agreement or charter document for named position (for the Vice Chancellor for Development)
- Letters from external authorities (if an external candidate)