S A M P L E

Recruitment – MPP Administrator

Associate Dean

Date: [**Current Date]**

To: [**Provost’s Name**], Provost and Vice President for Academic Affairs

From: [**Dean’s/ AVP’s Name and Title**]

RE: Recruitment for a MPP Administrator [**Classification**], [**Name of College/Department**]

This memorandum is to request approval to recruit for an MPP Administrator in the [**Name of College/Department**] for [**Working title**].

This request is for a full-time, at-will MPP position.

Position Number: [**if there is no position number assigned, indicate that the position number is needed**]

Funding Source:

Name of Person Replacing, if applicable:

The following items are attached to this cover memorandum:

* Completed Recruitment Request Form
* An Updated Position Description
* Current Organization Chart

[**Provide a brief paragraph to outline the details/justification of the position.**]

Thank you for your consideration.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sylvia A. Alva, Provost and

Vice President for Academic Affairs