

Department Chair Nominee Election Reporting Memo –

Template

Date:

Date

To:

Vincent J. Del Casino, Provost and Sen-1.9 (t -3.7 (-1nr)-3.8 (V 0 Tw 1.6779.539 -121.814)-0.6 (a) 8 (1c) 7 (a) 9 (a)

meeting to provide candidates for the ballot was held on date .

Willing, eligible candidates for the ballot were:

List name(s)

The department election was held by secret ballot from date to date .

The Department's nominee to become chair is Name. [If failed election: The department failed to select a nominee.]

[If a failure was declared _____, report the course of action after failure as set in F17 -3, section 6.]

[Signature, Dean Name and College information go here.]