MEMO TO:    Dr. Colin Potts

FROM:   Faculty Name

      Chair, Department of xxxx

DATE:      Month Day, Year

RE:   Dr. XXXXXX Curators’ Distinguished Professor or Teaching Professor (please select one) Five Year Review

On *DATE*, I reviewed the Five-Year Report Dr. *FIRSTNAME LASTNAME* submitted. As department chair, I support Dr. *LASTNAME* and recommend renewing his/her Curators’ Distinguished Professorship or Curators’ Distinguished Teaching Professorship (select one).

***Include reference to sustained excellence and service to the University over the preceding five years.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(type name of Chair here; sign above.)   
Chair, Department of XXX

Recommend/Not Recommend

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(type name of VPD here; sign above.)   
Vice Provost and Dean

Recommend/Not Recommend

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Colin Potts

Provost and Executive Vice Chancellor for Academic Affairs

Approve/Not Approve

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mohammad Dehghani

Chancellor