MEMO TO:    Dr. John Harris

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. This information will be shared with the board and will need to have substantial information included in this section.***

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

(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

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

John Harris

Provost and Executive Vice Chancellor for Academic Affairs

Approve/Not Approve

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

Mohammad Dehghani  
Chancellor