To: Office of Summer, Winter & Special Programs

Fr: **[Name of Department Chair and Academic Department]**

Date: 1/17/2017

Re: Faculty Pre-Hire Authorization to Teach in Summer/Winter Session

I recommend the appointment of **[Enter New Hire Full Name]** as a **[Enter faculty rank]** for **[Enter department**]. **[Mr./Ms./Dr. New Hire]** will teach **[Enter course]** in the **[Enter term]** semester.

I have received **[Mr./Ms/Dr. New Hire]** resume outlining his/her credentials, and approve {him/her} to teach for the [Department].

For contact purposes **[Mr./Ms/Dr. New Hire]** email address is **[enter new hire email address]**.

I understand that a signed faculty contract and required Human Resources payroll documentation will be submitted in order to place [him/her] on the University payroll.