**MEMO**

Date: Click or tap to enter a date.

To: Thomas A. Parham, Ph.D.

President

From: <VP NAME>

Vice President

Subject: Request to Recruit - Choose an item.

I am requesting your approval to initiate the recruitment process for the <POSITON TITLE>. Please see the attached organization chart.

The <POSITON TITLE> is responsible for

Not filling this position results in

The position has been reviewed. The position description has been appropriately classified by Human Resources as <CLASSIFICATION>.

Thank you for your consideration.

Approved  Denied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Thomas A. Parham, Ph.D. Date