

CURRENT DATE

PROFESSORS NAME
DEPARTMENT NAME
COLLEGE

Subject: Excessive Absences

Dear Professor LAST NAME

I regret to inform you that you now have four (4) absences from COMMITTEE NAME Committee meetings. According to By-Law #3 of the Faculty Constitution--If a member of a standing committee misses more than three (3) regular meetings in any academic year, his/her seat may be declared vacant by the chairperson of the committee, who will immediately report the vacancy to the Faculty Senate Chair and the Dean or Director of the appropriate unit.

As a result, I must declare your seat vacant and your college/school must choose a replacement for you.

Although we must ask for a replacement, we do wish to communicate our appreciation for your service to this committee and do understand that it is difficult to manage faculty responsibilities while serving on university committees. Hopefully in the future, if you have more time, you will be able to serve again. In conclusion, I thank you for your service on behalf of the COMMITTEE NAME Committee.

Sincerely

NAME OF CHAIRPERSON
NAME OF COMMITTEE

pc Committee File
 College/School Dean or Director
 Faculty Senate Chair