

CURRENT DATE

DEANS NAME  
COLLEGE or DEPARTMENT NAME

Subject: Replacement to the COMMITTEE NAME Committee

Dear Dean LAST NAME

Professor INSERT NAME has exceeded the number of constitutionally allowed absences for the current academic year as per By-Law #3 and will need to be replaced as the college representative to the INSERT COMMITTEE NAME Committee.

Please call for nominations and the election of a faculty member to fill this vacancy as soon as possible so your college will continue to have a vote in important campus-wide decisions.

Thank you for your time and prompt action with this very important matter.

Sincerely

CHAIRS NAME, Chair  
COMMITTEE NAME Committee

pc Professor NAME  
Faculty Senate Chair