Memorandum

Date: November 10, 2014

To: Dr. Marty Schimpf
    Provost
    Boise State University

Via: Dean

From: Department Chair

RE: APPROVAL FOR LWOP FOR DR. JOHN DOE FOR FYXX

Request LWOP for John Doe. REASON and why it should be approved. Also confirm that Dr Doe has signed promise to return for next FY or has promised to provide resignation letter NLT March 1.

Dr. Doe’s main duties will be handled the following way:

Teaching:
• Describe how teaching duties will be handled and by whom

Research
• Describe how research duties will be handled and by whom

Service:
• Describe how service duties will be handled and by whom

Argument for person(s) replacing Dr Doe.