
Date

TO: _____

FROM: _____
Name Date

SUBJECT: _____, candidate for promotion
to the rank of _____.

I am transmitting the following documents for your review and where appropriate your signature.

_____Memorandum of Transmittal (PN654)

_____Peer Report

_____Minority Report (if applies)

_____Conference Memorandum (with signature of candidate)

_____Class/Lab Observation Report(s)

_____Post Observation Conference Memorandum

_____Name of Elected Peer

_____Page with Signature of all Peers