



NEW YORK CITY
 COLLEGE OF TECHNOLOGY
 THE CITY UNIVERSITY OF NEW YORK
 OFFICE OF FACULTY AND STAFF RELATIONS
 300 JAY STREET • Namm 305
 BROOKLYN, NY 11201-1909
 718.473.5353

MEMORANDUM OF TRANSMITTAL
3-YEAR TEACHING ADJUNCT APPOINTMENT CONSIDERATION

DATE: _____

TO: Academic Dean

FROM: Department Chair

SUBJECT: Recommendation of Department Appointments Committee

ADJUNCT FACULTY: _____ **DEPT:** _____

The Department Appointments Committee (DAC) met to review the adjunct’s comprehensive record. Considered were the adjunct’s teaching performance as well as the administrative non-teaching responsibilities required of all faculty.

In addition, the DAC took into account the department’s fiscal ability and programmatic needs.

DAC Recommendation:

- 3-Year Appointment**
or
- No Appointment**
or
- 1-Year Appointment with Guidance** *[To be considered in rare instances only]*
Indicate the area(s) needing guidance: _____

Basis for DAC Recommendation: _____

Department Chair Signature: _____ **Date:** _____
Acknowledged by Academic Dean: _____ **Date:** _____
Acknowledged by Provost: _____ **Date:** _____

