

**NEW YORK CITY COLLEGE OF TECHNOLOGY**

**Inter-Office Memorandum**

TO: Sandra C. Gordon, Esq.  
Executive Director of Instructional Staff Relations/Labor Designee

FROM: [ ], Chair

DATE: [ ]

RE: Conference with [ ]

---

On [ ], I held a conference with [ ].

I informed him/her that the Department Peer Committee met on [ ] and  recommended /  did not recommend him/her for promotion to the rank of Associate Professor  / Professor  for the [ ] academic year.

[ ] Signature  
[ ] Chairperson  
[ ] Department Name

I have read and have been given a copy of the above report and so signify with my signature below. I understand that I may attach any additional comments to this document.

[ ]

Candidate's Name

[ ]

Title

[ ]

Signature

[ ]

Date