

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. The candidate was made aware that in the event of a negative Peer Committee Report they may elect to continue as a candidate and have their case reviewed by the college P & B Ad Hoc Committee for Promotion.

[] Signature
[] Chairperson
[] Department Name

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

I elect to continue the promotion review process by the college P & B Ad hoc Committee for Promotion.

I elect to withdraw from further consideration as a candidate for promotion.

Candidate's Name

[]

Title

[]

Signature

[]

Date

[]