



NEW YORK CITY
COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK
OFFICE OF FACULTY AND STAFF RELATIONS
 300 JAY STREET
 BROOKLYN, NY 11201-1909
 718.260.5353 • Fax 718.260.5354

Memorandum of Transmittal – DAC Election Results

To: Sandra C. Gordon, OFSR

From: Department Chair

At our departmental meeting held on _____, the department elected the following instructional staff members to the Appointments Committee:

Name	Rank	Tenure Status

By my signature, I attest that the election was held in compliance with applicable college and university bylaws pertaining to Committees on Appointments, including announcement of the election meeting agenda and circulation of the departmental eligibility list at least five working days in advance of the meeting.

Department Chair Signature:

Department:

Date: