

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 Appointments Committee of _____ met on _____ and _____ recommended / did not recommend him/her for reappointment for the _____ 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

Signature

Title, Department

Date