

Example – Professional Administrative Appointment

THE UNIVERSITY OF MICHIGAN REGENTS COMMUNICATION

ACTION REQUEST: Approval of a Professional Administrative Appointment

NAME: John A. Doe

RECOMMENDED TITLE: Assistant Dean for Finance and Administration, School of Public Health

TERM: Three Years

EFFECTIVE DATES: September 1, 2004 through August 31, 2007

I recommend the appointment of John A. Doe as assistant dean for finance and administration, School of Public Health, effective September 1, 2004 through August 31, 2007. His responsibilities will not include teaching obligations.

Mr. Doe earned his B.B.A. degree from the University of Michigan, Dearborn in 1983. Since 1976, he has held various positions within the University. He joined the School of Public Health in 1995 and currently holds the title of assistant to the dean.

Mr. Doe's administrative responsibilities have grown steadily over the years. He is a gifted administrator whose orientation is toward the accomplishment of the School's academic goals. He is widely respected by faculty and staff of the School and by the many individuals in central University Administration of Schools of Public Health, Mr. Doe is invariably cast in a leadership role in recognition of his grasp of administrative management, and budgetary policy, practice, and procedures.

It is a pleasure to recommend the appointment of John A. Doe as assistant dean for finance and administration, School of Public Health, effective September 1, 2004 through August 31, 2007.

RECOMMENDED BY:

RECOMMENDATION ENDORSED BY:

Kenneth E. Warner
Dean, School of Public Health

Teresa A. Sullivan
Provost, and Executive Vice President for
Academic Affairs

March 2004