

## **MEMORANDUM**

TO: Department Chairpersons

FROM: Vilas A. Prabhu,  
Provost and Vice President  
for Academic Affairs

DATE: May 1, 2018

RE: **Chairperson Summer Availability Request**

All department chairpersons are requested to provide information on when they are available during the summer to their deans.

For periods when a chairperson is unavailable, he or she should appoint in writing, with a copy to the dean, an acting chairperson who is authorized to make decisions in the chairperson's absence.