To: Dr. Karen Murray

 Provost and Executive Vice President of Academic Affairs

Via: Dr. Michael Huggins

Dean, College of Science and Technology

From Dr. XXXX XXXXX

 Department Head, Department of XXXX

Date: XXXXXX

Re: Appointment of Multi-section Laboratory Coordinators

Per the approved College of Science and Technology policy on the appointment of multi-section laboratory coordinators, the Department of XXXX seeks to appoint the following faculty to the roles indicated in the tables below for the 20XX-20XX academic year.

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| --- | --- | --- | --- |
| **Faculty Member** | **Course(s) Associated Appointment** | **Compensation (Release or Stipend)** | **Amount of Compensation Requested (Release or Stipend)** |
| Ex: Michael Huggins | CHEM 1411 & CHM 1412 | Course Release | One release per semester |
| Ex: Ryan Morgan | CHEM 1411 | Stipend | $1250 per semester |
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