

MEMORANDUM

TO:

FROM:

SUBJECT: REQUEST TO HIRE FROM YOUR CAMPUS

We would like to hire the following person(s) who are home-based on your campus. They would teach the following course(s) at the times indicated:

Semester: _____

Name of Lecturer or Instructor	Subject to be Taught	No. of Credits	Class Meeting Times

Please let me know at your earliest convenience if you have any objections to our employment of the above person(s).

OBJECTION TO: _____

NO OBJECTION: _____

Signature Date