Department Logo

Date:

To: Erin M. Dugan, Ph.D.

Dean, School of Allied Health Professions

From: [Department Head]

Subject: Justification for a [Faculty rank/Unclassified Staff]

The [Dept name] requests approval for a [position type and rank/title] to become effective on [ideal start date or range].

The hire will be responsible for

[brief explanation of duties]

Compensation proposed is a total annual base salary of [$est. compensation request or est. range]. Position will be funded 100% from Chart string: [enter full chart string information].

Thank you for your time and consideration. Please find enclosed the necessary documentation for review.

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Department Head Name

Title

Department

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Yahaira Amaya,

Assistant Dean of Administration & Finance

Office of the Dean

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Erin Dugan, PhD, LPC-S

Dean & Professor

LSUHSC School of Allied Health Professions