



**LETTER OF AGREEMENT TO BE CONSIDERED AND EVALUATED
FOR PERMANENT APPOINTMENT**

TO:

FROM:

DATE:

SUBJECT: Permanent Appointment

This is your mandatory year for consideration for permanent appointment. Please indicate your wishes in this matter and return a signed copy with this memorandum to my office as soon as possible.

_____ I do wish to be considered in (year) for Permanent Appointment.

_____ I do not wish to be considered in (year) for Permanent Appointment. I understand that my appointment with the University at Albany, State University of New York will terminate effective (date).

_____ Signature of Candidate