

MEMORANDUM

To: Department Chairs
From: Rick Halpern, Dean and Vice-Principal (Academic)
Date: April 1, 2010
Re: Academic HR Matters

As we start to finalize budget plans for 2010-11, it would be very helpful if you would send us your search requests for 2010-11.

Please include the following:

- Replacement/retirement searches, including the name of the person being replaced
- Any searches that will be continuing from this year or have been previously approved
- Your most important priorities for additional complement

Please send in your requests by **April 6th**.