

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC SERVICES

OVCA FORM 117: LETTER OF INVITATION FOR THE RENEWAL OF APPOINTMENT

Date:		
To:		
	Faculty Member/ASF College/Department of	
	Attention:	Department Chair/Program Director
From:		
	Dean/Director	
Subject:	Letter of Invitation for the Renewal of Appointment	
After series of revi	ew and evaluation of your performance	for the last semester/term and careful and objective
determination of a	vailability of teaching loads/performanc	e tasks in the college/department, we would like to invite
you for a renewal	of your appointment as a/the () Facult	y Member/ () Chair/Program Director () ASF in this
College/Departme	nt for the (1st) (2nd) (3rd) semester/term	of SY
Thank you very mo	uch.	
cc: Faculty Member/AS	F Concerned, Department Chair/Program Director (Concerned, File

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