



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 review and evaluation of your performance for the last semester/term and careful and objective determination of availability of teaching loads/performance tasks in the college/department, we would like to invite you for a renewal of your appointment as a/the () Faculty Member/ () Chair/Program Director () ASF in this College/Department for the (1st) (2nd) (3rd) semester/term of SY _____ - _____.

Thank you very much.

cc: Faculty Member/ASF Concerned, Department Chair/Program Director Concerned, File