



### OVCA FORM 111: LETTER OF INTENT FOR APPOINTMENT RENEWAL

Date: \_\_\_\_\_

For: \_\_\_\_\_  
*Dean/Director*

Attention: \_\_\_\_\_ **Department Chair/Program Director**

From: \_\_\_\_\_  
*Signature of Instructor/Professor/ASF over Printed Name*

Full-time Probationary       Full-time Permanent  
 Full-time Fixed               Part-time  
*Status*

\_\_\_\_\_  
*Department*

Subject: **Letter of Intent for Appointment Renewal**

Upon invitation of the Dean/Director of the College/Department of \_\_\_\_\_, I would like to inform all concerned that I:

intend to renew my appointment as a/the  Faculty Member/ Chair/Program Director/Coordinator/  
 ASF in this College/Department for the (1<sup>st</sup>) (2<sup>nd</sup>) (3<sup>rd</sup>) semester/term of SY \_\_\_\_ - \_\_\_\_.

do not intend to renew my appointment as a/the  Faculty Member/ /Chair/Program Director/  
Coordinator/  ASF in this College/Department for (1<sup>st</sup>) (2<sup>nd</sup>) (3<sup>rd</sup>) semester/term of SY \_\_\_\_ - \_\_\_\_ for the  
following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Thank you very much.

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

