***Sample Student Performance Evaluation Board (SPEB) Appointment Letter***

*(Date)*

From: Director, *(Name of College or School)*

To: Distribution List

Subj: LETTER OF APPOINTMENT

1. A Student Performance Evaluation Board (SPEB) will convene at *(provide time, date, and location of board)*.

2. Board membership and duties are as follows:

*(Name & Rank)* Board President

*(Name & Rank)* Member

*(Name & Rank)* Member

*(Name & Rank)* Member

*(Name & Rank)* Member/Recorder

3. The purpose of the board is to *(state reason for board convening)*.

4. The board will provide a written report of its findings and recommendations to me not later than one working day of its adjournment.

 *(Signature)*

 *(Initials and Last Name)*

Copy to:

Provost

Registrar