Sample Student Performance Evaluation Board (SPEB) Appointment Letter

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