

***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:

<u><i>(Name & Rank)</i></u>	Board President
<u><i>(Name & Rank)</i></u>	Member
<u><i>(Name & Rank)</i></u>	Member
<u><i>(Name & Rank)</i></u>	Member
<u><i>(Name & Rank)</i></u>	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