

## Appendix O

### 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>(Name &amp; Rank)</u>	Board President
<u>(Name &amp; Rank)</u>	Member
<u>(Name &amp; Rank)</u>	Member
<u>(Name &amp; Rank)</u>	Member
<u>(Name &amp; Rank)</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: VPAA  
VPDL  
Registrar