**Waiver of right to appear at department meeting**

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

I understand that the eligible voting faculty in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ will meet on [date] to discuss my case for [faculty action: reappointment, tenure, etc.]. As stated in the *Faculty Rules and Regulations*, I understand that I have the right to appear at this meeting and present material to the faculty. I hereby waive this right.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professor [name]