

Request to be on Faculty Assembly Agenda

All presentations should be on subjects that are pertinent to members of the Faculty Assembly. If the presentation has been given at another faculty meeting, the content should be revised to address new and/or specific information.

All requests will be submitted no later than two weeks prior to the date of the meeting you wish to give the presentation. Any late requests will not be considered.

ALL PRESENTATIONS WILL HAVE A STRICT 10-MINUTE LIMIT

Presenter Name

Department

Phone

E-Mail

Subject of presentation

Brief description of contents of presentation:

Check the month you wish to give a presentation:

February

March

April

September

October

November

Will you need audio/visual equipment?

Yes

No

Specify equipment needed: