

[date]

[Name]

[Address]

**SUBJECT:** Termination of Appointment to the Commission on Racial/Ethnic Diversity

Dear [Firstname]:

In accordance with the Bylaws of the Commission on Racial/Ethnic Diversity, Article IX, Clause B - Inactive Members, the Executive Leadership Team has noted that you have been absent from three or more meetings, and that you have not been active on an Issues Management Team or committee.

Our files do not show a request from you for a leave of absence, sabbatical, etc. Therefore, with deep regret, we must terminate your appointment to the Commission.

In accordance with the Bylaws, Article VIII, Clause C, item 2, you may appeal your removal to the Co-chairs, in writing, within one week of being removed. Should you wish to do so, or to discuss this matter further, please contact us immediately at [tab19@psu.edu](mailto:tab19@psu.edu) or [mdk12@psu.edu](mailto:mdk12@psu.edu). We do wish to allow ample time for you to consider this matter, so we are permitting an extension of the time period allotted in the bylaws. Failure to contact us within two weeks of receipt of this e-mail message **by May 20, 2011** will be taken as confirmation of your decision to not participate on the Commission and indication that we are in agreement that your appointment is terminated.

We thank you for the support and contributions you provided to the Commission, and for your continued commitment to diversity and interests in achieving both the Commission's and University's goals. We encourage you to apply again in the future if your schedule permits.

Sincerely,

Theresa Bonk, Co-chair  
Commission on Racial/Ethnic Diversity

Moses Davis, Co-chair  
Commission on Racial/Ethnic Diversity

cc: Vincent Benitez  
W. Terrell Jones  
Lissette Szwydky