

*Anti
McInerney
Lynn*

MAR 5 1976

UNIVERSITY OF MASSACHUSETTS
AMHERST

MEMORANDUM

FROM V. Barfield DATE 3/5/76
TO F. McInerney
SUBJECT Annual Report and Evaluation

This will acknowledge your note indicating that the above form and/or procedure applies to me.

I note on the form that you as Department head complete Section I and II; then I am to complete Section III, et cetera.

Since Section II relates to a job description, which I do and do not have, I am requesting that the procedure as specified on the form be followed by you in your capacity as Department Head. I likewise will do so.

v
f

~~MAY 19 1976~~

The responsibility for the job description now lies with the Dean. I am certain he will give appropriate attention to your job description upon his return, prox. March 15.

written by Frank McInerney