



Memo

To: Ray Lacina
From: Thomas Coats
CC: Lauren Smith
Date: 6/7/2012
Re: Hiring committee

Ray,

I would like to inform you of the great work that Lauren Smith did for the Automotive Discipline within the TTM Division. Lauren was part of the hiring committee that was formed in the winter 2011 semester and ran through June 6th of 2011. Lauren's assignment was to research the educational background for the applicant's. Lauren also was a vital part of producing questions for the telephone interviews as well as the on-campus teaching demonstrations. Lauren's insight into college level teaching proved to be a great addition to the committee. Upon conclusion of the committee's work Lauren was asked for her expertise as an English professor to proof read the final rewrite of the hiring committee's recommendation; Lauren did an excellent job completing the final documents and returning them the same day. Lauren worked several evenings well beyond her teaching requirements and was always happy to be a part of the team. Again I would like to thank Lauren and the English Division for their guidance through this committee.

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