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THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
Installation Committee

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TO: DEANS, DIRECTORS, AND DEPARTMENT HEADS
FROM: RICHARD EDWARDS, INTERIM PROVOST
DATE: SEPTEMBER 26, 2000
RE: STAFF PARTICIPATION IN UNIVERSITY DAY 2000

University Day, the annual observance of the laying of the cornerstone of Old East, is scheduled for Thursday, October 12, in Polk Place. This year our program will include the installation of our new Chancellor, James Moeser.

As always, faculty, staff, students, alumni, special friends, and local residents — the entire University community is invited to attend this special ceremony. Each University department is invited and encouraged to select two staff employees to participate in the processional for University Day. As in years past, participation in this event is considered work time.

Please designate two staff employees to represent your department and send the names to Dianne Hill, Employee Forum Recognition and Awards, College of Arts and Sciences, Carolina Campus CB # 3100. Names may also be submitted to Dianne by phone at 843-9689 or by email to dhill@email.unc.edu. The deadline for submitting names of your representatives for the processional is **October 4, 2000**.

If you have questions or need the most current information about the Installation or University Day, please check the Installation web site at (www.unc.edu/chan/installation).

University Day is always an exciting day in the life of Carolina. We hope you and your staff will be part of this celebration.