

**Robert Miller**

Due: 3/25/14

**From:** John Sanders <jsanders208@hotmail.com>  
**Sent:** Wednesday, March 19, 2014 11:48 AM  
**To:** rlmiller@eiu.edu  
**Cc:** Marleis Trover; John Sanders  
**Subject:** Dr. Trover

**RECEIVED**  
MAR 19 2014  
**EIU GENERAL COUNSEL**

Dear Mr. Miller:

This is a follow up regarding Dr. Trover's personnel file. Dr. Trover was able to review her file but believes an important document is missing or has not been placed in her file. Following her review, she did not come across her letter of appointment which should have been provided to her when she was hired and I would assume should be part of her personnel file. It is my understanding that Dr. Trover did not have a written contract regarding her employment with the college, however, I would assume she would have received a letter of appointment detailing the terms of her employment and listing her duties.

Please advise whether you can provide assistance in our obtaining a copy of her letter of appointment as well as any other documentation that would have been provided to Dr. Trover regarding her initial hire and explanation of her duties and terms of employment.

Thank you for your attention and cooperation.

John W. Sanders

cc: Cr. Trover

**CONFIDENTIALITY NOTICE**

THE INFORMATION CONTAINED IN THIS ELECTRONIC COMMUNICATION MAY CONTAIN CONFIDENTIAL INFORMATION. ALL INFORMATION TRANSMITTED IS INTENDED ONLY FOR THE USE OF THE ABOVE NAMED