Revised: February 5, 2020

TEMPLATE NOTIFICATION FOLLOWING DISCUSSION WITH FACULTY –

FTE CHANGES

By Hand Delivery or Return Receipt Delivery

Date

Faculty Member

Address

Dear Dr.\_\_\_\_\_\_\_\_\_\_:

As we discussed during our [*Date*] meeting, the Department of \_\_\_\_\_\_\_\_\_ will propose to the appropriate RBHS authority a change to your FTE from \_\_\_\_\_ to \_\_\_\_\_\_ upon University approval [*or a future effective date; no retroactive effective dates*], with an academic base salary change from \_\_\_\_\_ to \_\_\_\_\_ (and, add if applicable, a patient services/faculty practice component change from \_\_\_\_\_ to \_\_\_\_\_). The reason for this change is [specify reason].   (Add as appropriate:  With this change in FTE, *your faculty title will change from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *and you will have a term appointment of* *\_\_\_\_\_\_\_ years ending (date)* OR *your service will be at will*.   *Also specify any other changes in terms and conditions of employment, such as a term appointment with coterminous status.)*

Sincerely,

[*Department Chair*]

 cc: \_\_\_\_\_\_\_\_\_\_\_\_\_, Dean

Received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[*Faculty Member*]

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_