**UVM Full-Time Assistant Professor 1st Reappointment Notice**

**Memorandum**

Date: *NLT May 1 of 2nd year of service*

To: (NAME)

From: Dean

Re: Reappointment

I am pleased to inform you that the Faculty Standards Committee has recommended and I have approved your reappointment as Assistant Professor at X months, X FTE in the Department of (NAME) effective with the (specify dates as applicable) 20xx – 20xx academic years.

I’m enclosing copies of my comments and those of the Faculty Standards Committee for your review.

Congratulations on your reappointment and best wishes for many more productive years here at UVM.

Encl.

Cc: (NAME) Department Chair

HRS Faculty Services