Date

CAMPUS ADDRESS

Dear Prof:

Pursuant to the Collective Bargaining Agreement between the University of Vermont and United Academics-AAUP/AFT, I am providing you notice that the restricted funding that has supported your X-month, .XX FTE appointment is no longer available to support your (Rank) position at its current level.

*Option 1- FTE will remain at .75 FTE or greater:* Effective (Date) your FTE will be reduced and your “X”-month appointment will be continued at “XX” FTE for the period [*state remaining dates of appointment at reduced FTE, e.g. October 1, 2011, to June 30, 2012*]. Your appointment will continue to be governed by the collective bargaining agreement for full-time faculty.

*Option 2- FTE will drop below.75 FTE:* Effective (Date) your FTE will be reduced and your “X”-month appointment will be continued at “XX” FTE for the period [*state remaining dates of appointment at reduced FTE e.g. July 1, 2011, to June 30, 2012*] . This reduction in FTE will have the effect of changing your status to part-time. The terms and conditions of your appointment, therefore, will be governed by the collective bargaining agreement for part-time faculty. Attached is a new appointment letter for

your review and signature.

*Option 3- All funding will cease and appt. will end:* With regret, I am writing to inform you that the restricted funding that has supported your X-month, .XX FTE appointment is reducing which results in less funding being available to support your position at its current level. Effective (DATE) your appointment with the University of Vermont will accordingly end.

I thank you for your service to the University of Vermont, and wish you well in your future endeavors.

Sincerely,

Chair

Dean

Cc: Academic Record File

Human Resources