Template2.b: (effective April 2021)

**UVM FT-NTT Faculty Reappointment Notice and Follow-up**

Name DATE

## Address

# Address

Dear \_\_\_\_\_:

*Option 1(For Clinical, Library, Extension, and Research faculty):* The process for faculty reappointment has been completed. I am pleased to inform you of the approval of your reappointment as \_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_. Your “X”-month, “XX” FTE appointment in this rank will be continued for the period [*state period of reappointment, e.g. academic years 2013-14, or academic years 2031-14, or July 1, 2013, to June 30, 2014*] .

*Option 2 (For Senior lecturers and Lecturers):* The process for faculty reappointment has been completed. I am pleased to inform you of the approval of your reappointment as \_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_. Your “X”-month appointment in this rank will be continued for the period [*state period of reappointment, e.g. academic years 2013-14, or academic years 2013-14, or July 1, 2013, to June 30, 2014*] at an FTE of no less than 0.75.

*Follow-up required for either Option 1 or 2:*

* FTE for coming year noted on Workload Plan prior to June 30
* Annual Salary Letter is to specify actual salary, length of term and FTE

*Additional follow-up if the FTE is increased after the salary letter is issued:*

* Workload Plan revision is process
* A letter outlining the change must be issued
* Please refer to Template 6.c. on the Faculty Appointment Letter Templates

Sincerely,

Dean

Cc: Department Chair

 Faculty Services

4/19/21