Template: Promotion to Lecturer II or III (August 2013)

DATE

NAME  
ADDRESS

Dear ,

I am pleased to inform you that your *select:* Fall 20xx, Spring 20xx or Summer 20xx promotion review was successful and you were approved for promotion to Lecturer *select:* II or III. Per Article 15.1.D of the Agreement between the University and United Academics – Part-time Unit) your new rank will be effective in the next semester or summer when you are actively teaching.

Congratulations on your accomplishment.

Sincerely,

NAME

Dean of College

Cc: HRS Faculty Services

*Note to College/School: Please route this letter to Faculty Services together with a PA Change form to ensure the promotion is entered into Psoft. Faculty Services will notify provide Continuing Education of the promotion. If there is a question about the effective date that should be entered on the PA Change form, please contact someone in Faculty Services prior to routing a copy of this letter and the PA Change form.*