MEMORANDUM

To: NAME

From: NAME, Director of Human Resources

Date: DATE

Subject: Election to Retain Professorial Rank

As you are aware, the 2012 Interim Terms contain some changes which require decisions by a faculty unit member. Positions for the 2012-2013 academic year are to be assigned to the professorial, lecturer, or librarian ranks, based on the minimal rank requirements and subject to workload expectations set forth in the interim terms.

Faculty unit members serving under term contracts but having previously been assigned professorial rank may elect to continue to serve with such ranks in lieu of lecturer ranks, although in all other respects they will be subject to the terms and conditions of employment for lecturer ranks. If you elect to retain rank, you must notify Human Resources of your election no later than August 30, 2012, or you will be assigned to lecturer ranks as appropriate.

If you elect to retain your rank, please sign and date this memo, and return it to Human Resources, Woodburn 201 by August 30, 2012.

☐ I elect to retain my current rank, and understand that I will remain subject to lecturer rank workload requirements.

Printed Name

__________________________________________
Signature                                      Date