**TEMPLATE**

**NOTIFICATION TO CONSULTING FACULTY**

**REGARDING PHASING OUT OF CONSULTING POSITIONS**

**AND INTRODUCTION OF ADJUNCT PROFESSOR AND ADJUNCT LECTURER POSITIONS**

Date

Name

Address

City, State Zip

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

From time to time, the University reviews existing faculty titles and makes changes to reflect evolving directions in its teaching and research mission. Recently, a decision has been made to introduce the titles of Adjunct Professor and Adjunct Lecturer and to end appointments in the Consulting Faculty line. The attached chart provides a comparative overview of the criteria, roles and responsibilities associated with consulting and adjunct positions.

Your appointment as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will continue to the end of your appointment term, which is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Between now and then, I will be scheduling a meeting with you to discuss available options going forward, which may include a transition to an Adjunct Professor, Adjunct Lecturer or Visiting Scholar position or to a research-oriented position under the auspices of the Dean of Research.

Your contributions are valued and appreciated, and I look forward to our conversation.

Sincerely,

***To be signed by the chair or division chief or other member of the departmental leadership team so designated by the chair.***