DATE

INSERT COMPLETE NAME

INSERT DEPARTMENT

INSERT COLLEGE

INSERT Work PO Box Address

Dear Professor INSERT LAST NAME,

Effective INSERT DATE (per contract, start of academic year or fiscal year), your title will be changed from CURRENT TITLE to APPROVED CAREER-TRACK TITLE, which is covered under [Section 6-201 of the Arizona Board of Regents (ABOR) Policy Manual, Conditions of Faculty Service](https://public.azregents.edu/Policy%20Manual/6-201-Conditions%20of%20Faculty%20Service.pdf), and [Chapter 3 of the University Handbook for Appointed Personnel](https://policy.arizona.edu/university-handbook-appointed-personnel).

This title change is the result of a University initiative led by the Office of the Provost and a Faculty Senate Ad Hoc Committee on Career-Track Faculty, and does not affect the terms of your current position. The goal of the initiative is to harmonize faculty titles across colleges and provide clearer paths to promotion.

Sincerely,

INSERT DEPARTMENT HEAD NAME