

Annual Term Renewal Letter without FTE Change:

Dear _____,

I am writing to notify you that the Department of _____ has recommended your reappointment as **[Insert title]** at **[insert appt FTE]** for the 2023-2024 academic year, subject to the provisions of the Faculty Code.

I thank you for your contributions to the School of Medicine **[and Department]** and wish you continued success in your work.

If you have any questions, please contact _____.

Thank you.

Annual Term Renewal Letter with FTE Change:

Dear _____,

I am writing to notify you that the Department of _____ has recommended your reappointment as **[Insert title]** for the 2023-2024 academic year, subject to the provisions of the Faculty Code. Your appointment FTE for the 2023-2024 academic year will change to **[insert new Appt FTE]** FTE effective July 1, 2023.

I thank you for your contributions to the School of Medicine **[and Department]** and wish you continued success in your work.

If you have any questions, please contact _____.

Thank you.

**Multi-Year Term Renewal Letter without FTE Change (Research, PT lecturer, Teaching Professorial):
Note for Renewal with an FTE change, please discuss with AAC.**

Dear _____,

I am writing to notify you that the Department of _____ has recommended your reappointment as **[Insert title]** at **[insert appt FTE]** for **[Number of years]** academic years, beginning July 1, 2023 through June 30, _____, subject to the provisions of the Faculty Code.

I thank you for your contributions to the School of Medicine **[and Department]** and wish you continued success in your work.

If you have any questions, please contact _____.

Thank you.

Non-Renewal Letter:

Dear Dr. X:

This letter serves as notification that your appointment as **[insert title]** in the Department of **[insert department]** will not be renewed effective July 1, 2023. Accordingly, your faculty appointment will end on June 30, 2023.

There are several options available to you regarding the continuance of your group insurance. In addition, you may have questions relative to options within the retirement system in which you are presently enrolled. The University Benefits Office is available to assist you with benefits related questions. Their phone number is 543-2800, and you may also access the Benefits website at <https://hr.uw.edu/benefits/insurance/health/cobra-continue-your-insurance/>.

UW CareLink offers a wide-range of services to UW faculty and may be a useful resource. Please visit <https://hr.uw.edu/benefits/uw-carelink/> for a list of the services available.

Please contact _____ if you have any questions.

Sincerely,