**Instructor Faculty Promotion Letter Revised 09/2021**

Date

Complete and/or make choices in each highlighted section filling in the blanks as appropriate. **Delete highlighted instructions, brackets, and references.** Please check final formatting and page breaks.

# You must have your draft letter reviewed by Human Resources prior to submitting for signatures; please submit the letter for review via Cherwell (<https://hrhelp.uccs.edu/cherwellportal/hr#0>) for letter of offer review for faculty. After HR review, add your HR Consultant to the routing sheet at the end of this document and insert the HR and Academic Affairs signatures first in the approval queue.

Name

Address

City/State/ZIP

Dear Dr./Mr./Ms./Mx./Miss/Mrs. Surname only:

Congratulations! I am pleased to inform you that your promotion to title has been approved.

This letter will serve as an amendment to your original letter of offer dated Month/Day/Year as a [ ] % time title, position # [ ].

This amendment will revise your title from title to title.

This change is effective Month/Day/Year. As a result of annual and/or other salary adjustments, your current salary will be $Amount at [ ] % time. All other provisions in your original letter of offer remain the same.

Please contact Employee Services (855-216-7740 #3) to see how this change may affect your benefits.

Please indicate your agreement to this amendment by electronically signing this amendment by Month/Day/Year. We look forward to your continuing contributions to the university.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Department Chair

Chair, Department of Name

Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Dean

Dean, Name of College

I agree to this change in my appointment as described above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Request for Approval

Personnel Action: **amendment**

Department:

Job Title:

Salary: $

Notes: Promotion

Reviewed by Human Resources

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Reviewed by Academic Affairs