Dear Dr. Russell:

This letter is to request your approval to transfer *{insert faculty member’s full name and personnel number}* from tenure track to non-tenure track, effective *{insert effective date}*. We, the undersigned, are all in concurrence with this request. We understand that only one transfer between tenure tracks is normally considered, per the 2018 UTHSC Faculty Handbook (*Section 4.9.2*).

Sincerely,

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|  |  |  |
| ***Faculty member name/signature*** |  | ***Date*** |
|  |  |  |
| ***Rank*** |  | ***Department*** |

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| ***Chair name/signature*** |  | ***Date*** |
|  |  |  |
| ***Department*** |  |  |

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|  |  |  |
| ***Dean name/signature*** |  | ***Date*** |
|  |  |  |
| ***College*** |  |  |

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|  | Approved |
|  |  |
|  | Not Approved |

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| ***Cynthia Russell, PhD, Chief Academic Officer******Vice Chancellor for Academic, Faculty, & Student Affairs*** |  | ***Date*** |

***Distribution:*** Original to be filed into the official faculty file

 Copies of fully signed/executed document to:

 Faculty member

 Department Chair

 Dean