*[Date]*

**MEMORANDUM**

**TO:**  N.K. Anand

 Vice President for Faculty Affairs

**THROUGH:** *[Dean as of FY23]*

 *[College/School as of FY23]*

 *[Dean as of FY22]*

 *[College/School as of FY22]*

**FROM:** *[Department/Unit Head as of FY23]*

 *[Department/Unit as of FY23]*

 *[Department/Unit Head as of FY22]*

 *[Department/Unit as of FY22]*

**SUBJECT:** Faculty Transfer Agreement and 2022-2023 Reappointment Letter for *[Faculty Member’s Name]*

As part of the reorganization at Texas A&M University to better align the academic structure, and following principles outlined in The Path Forward, this agreement is designed to provide faculty transfer details. In addition, in accordance with the University Statement on Academic Freedom, Responsibility, Tenure and Promotion (University Rule 12.01.99.M1), this letter constitutes your official notification of the terms and conditions of your appointment for the 2022-2023 academic year, pending final approval of the budget by The Texas A&M University System Board of Regents. Your appointment is subject to the rules and regulations of Texas A&M University (TAMU) as well as of the Texas A&M System.

On September 1, 2022, the following will be effective and visible in Workday. ***Salary adjustments, if applicable, for the 2022-2023 academic year (e.g., merit program, equity adjustments, and the like) will be detailed in a separate communication anticipated to be delivered in mid to late August.***

Faculty Employee Name:

Faculty Employee UIN:

Faculty Rank and Title:

Tenured/Tenure Track/Academic Professional Track:

Employment Term (9, 10 or 11 months):

Full-Time Equivalent (FTE) Percent of Effort:

 *(If the faculty member has a substantive joint appointment, please provide the split information.)*

Monthly Base (FTE) Salary:

FY22 Teaching Load:

FY23 Teaching Load:

FY22 Teaching, Research, and Service Percentages of Effort:

FY23 Teaching, Research and Service Percentages of Effort:

FY22 Administrative Position/Title (if applicable):

FY23 Administrative Position/Title (if applicable):

FY22 Administrative Stipend (if applicable):

FY23 Administrative Stipend (if applicable):

FY22 Endowed Professorship/Chair (if applicable):

FY23 Endowed Professorship/Chair (if applicable):

FY22 Endowed Appointment Stipend (if applicable):

FY23 Endowed Appointment Stipend (if applicable):

FY22 Research, Gift, IDC and Bursary Accounts with Account Numbers:

Effective Date of Transfer:

Employees holding appointment terms of fewer than 12 months are eligible to enroll in *Save for Summer* and can learn more about the plan by following the link below. If you are currently enrolled, you will automatically renew each fiscal year. To register for the program or adjust contributions for the new fiscal year, please submit the authorization form to Payroll Services prior to September 1, 2022.

As a faculty member with a less than 12-month appointment, you are not eligible to accrue or use vacation time but may take time off during university holidays and student recesses. Unused days do not carry forward to the next year and unused days are not eligible for cash payouts. Sick leave and other benefits will be applied consistent with University policy and State law.

The College or School of \_\_\_\_\_\_\_\_\_\_\_\_ expectations for holding a tenured/tenured-track position include effective undergraduate and graduate classroom teaching; mentoring and supervision of undergraduate and graduate students and post-doctoral students, particularly recruiting and mentoring of doctoral students and guiding them through graduation in a timely manner; establishment of a sustainable research program through external funding; publication of papers with students in venues that demonstrate impact; contributions to Texas A&M diversity and inclusion goals, and providing a degree of service to Texas A&M University and the professional community.

Other important faculty responsibilities requiring action during the year include:

* Completing all mandatory training assignments by due date. Per University Rule 12.01.99.M1, failure to complete training will result in an automatic “unsatisfactory” on the annual review.
* Posting and updating your CV and syllabus.
* Certifying student attendance in your classes each semester and summer session, including students registered in directed study and research hours.
* Providing timely submission of midterm and final grades for all course sections, including 485, 685, 491 and 691.

University Rule 12.01.99.M1 University Statement on Academic Freedom, Responsibility, Tenure and Promotion states that faculty members are obligated to fulfill the terms of employment for the following year unless they resign prior to 30 days after receiving this notification. For institutional planning purposes, you are requested to inform your department head or your unit head no later than May 15, 2023, if you do not wish to be considered for employment for academic year 2023-2024.

The budget for this faculty member will remain in the current supervisory organization, until September 1, 2022 (FY23).

Once fully executed, a copy of this document will be forwarded to all parties noted by signature on this agreement, as well as the Vice President for Human Resources and Organizational Effectiveness.

**Faculty Acknowledgment**

I have been notified that due to the reorganization at Texas A&M University for better academic alignment, my appointment under the conditions listed above will be transferred from *[Department/Unit FY22]* in the *[College/School FY22]* to *[Department/Unit FY23]* in the *[College/School FY23]*.

*[Faculty Member’s Typed Name and Signature Above]* Date