*[Insert Date]*

**M E M O R A N D U M**

To: Selwyn M. Vickers, MD, FACS

 James C. Lee Jr. Endowed Chair

 SVP of Medicine and Dean

 University of Alabama School of Medicine

From: *[Insert Chair or Administrator]*

Subject: Formal Request to Move *[Faculty Members Name]* to *[Non-Tenure/Tenure]* Earning Status

This Memorandum of Understanding seeks to notify all parties that [*Faculty Members Name*] has decided to move from the *[Non-Tenure/Tenure]* track to the *[Non-Tenure/Tenure]* track in the *[Name of Department]* at the University of Alabama at Birmingham effective *[Insert Date].*

Under this agreement, it is important to note the following UAB Faculty Handbook policy regarding transition from tenure-earning track to the non-tenure-earning track.

**2.15.6 Changes in Tenure-earning Status**

Individuals appointed to faculty positions at UAB may be appointed to the tenure-earning faculty only once during a period of continuous employment at UAB. That is, with appropriate approval, (a) individuals initially appointed to the tenure-earning faculty may later be appointed to the non-tenure-earning faculty, but they may not subsequently return to the tenure-earning faculty during a period of continuous employment; or (b) individuals initially appointed to the non-tenure-earning faculty many later be appointed to the tenure-earning faculty position provided that the search under which he or she is selected is for a tenure-earning faculty position. When appropriate, these individuals could then return to the non-tenure-earning faculty. Appointment changes from a tenure-earning to a non-tenure-earning faculty position requires notification of the faculty member whose status is to change and the approval of his/her Chair, Dean, and Provost.

If all parties are in agreement with the change in tenure status of *[Faculty Members Name*] from [*Non-Tenure/Tenure]* earning to *[Non-Tenure/Tenure]* earning effective *[Insert Date],* please sign below.

Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

 *[Insert Faculty Member Name]*

Department Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

 *[Insert Department Chair Name]*

Dean, SOM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

 Selwyn M. Vickers, MD, FACS

Provost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

 Pam Benoit, PhD