*Fellow Title Change Template Letter:*

*Purpose: This template is to be used when a SOM Fellow is awarded the terminal degree and the title needs to change from Research Fellow to Post-Doctoral Fellow and the salary may or may not need to be increased.*

Dear Dr. Fellow:

This is to inform you that due to your being awarded the [enter degree acronym, e.g. PhD] degree, your University of Maryland School of Medicine title will change from [*Visiting* if applicable] Research Fellow to [*Visiting* if applicable] Post-Doctoral Fellow effective \_\_\_DATE\_\_\_\_\_.

[SOM Scholar Fellow Policy requires Post-Doctoral Fellows to be paid at minimum the NIH NRSA 0-years of experience level (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-076.html>). If this fellow is not paid at that level at the time of the title transition, include the following sentence.] Subject to final approval by the Dean’s Office, your salary will increase from $\_\_\_\_\_ to $\_\_\_\_\_ effective the date of the title change.

The University of Maryland School of Medicine [Scholar Fellow Policy](http://www.medschool.umaryland.edu/media/SOM/Offices-of-the-Dean/Academic-Administration/docs/fellows/scholar-fellow-policy.pdf) (<http://www.medschool.umaryland.edu/media/SOM/Offices-of-the-Dean/Academic-Administration/docs/fellows/scholar-fellow-policy.pdf>) establishes guidelines for your appointment.

In addition to the assistance available to you via your mentor’s departmental office, the School of Medicine’s [Office of Postdoctoral Scholars](http://medschool.umaryland.edu/postdoc/) (<http://medschool.umaryland.edu/postdoc/>) is always available to assist you throughout the course of training period and is dedicated to helping you meet your individual career goals.

Congratulations on obtaining your doctoral degree!

Thank you for your service to the [Department/Program/Institute/Center Name] and the School.

Sincerely,

Chair/Director

Fellow Signed Acknowledgement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_