**TEMPLATE FOR STEPPING DOWN FROM CONCURRENT FACULTY & ADMINISTRATIVE APPOINTMENT**

DATE

Dear Faculty Member:

Your administrative role as \_\_\_\_ will end effective \_\_\_. As you will recall, this administrative role serves at the pleasure of the [Chair/Director/Dean] of [Department/Program/Institute/Center/School Name] and that should you step down for any reason your salary would be reduced by $\_\_\_ plus any COLAs or merits applied to that portion of your salary. The current amount associated with your administrative role is $\_\_\_, and therefore your Total Approved and paid salary will reduce to $\_\_TAS\_\_\_ and $\_\_\_Base\_\_ respectively effective \_\_\_\_.

INSERT if Applicable: This administrative role was part of a leased agreement with [UMMC/UMMS] at [SPECIFIC LOCATION] for \_\_\_% effort. You will resume your duties within the department as follows: \_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for your service and contributions in this role. Please contact me if you have any questions.

Sincerely,

 Chair/Director/Dean

 [Co-signed by Department Chair if above is Director]

cc: Department chair if above is Dean

 Office of Academic Administration **[\*\*ALSO SEND UPDATED SALARY SHEET TO OAA\*\*]**