

The University of Memphis

MEMORANDUM

TO: Faculty Administrative Services
Office of the Provost
Administration, Room 374

FROM: _____
Chair/Director/Administrative Head
Department/Division of _____

SUBJECT: Notification of Change in Faculty Status

DATE: _____

The faculty status of _____ ID# _____

In the department/division of _____ has changed due to:

Leave of Absence with Pay Begin Date _____ to End Date _____

Leave of Absence without Pay Begin Date _____ to End Date _____

Professional Development Assignment Begin Date _____ to End Date _____

Resignation _____
effective date of resignation

Retirement _____
effective date of retirement

Termination _____
effective date of termination

Other _____

In space provided below, please explain.

Comments:

Submit a copy of all necessary paperwork (e.g. *letter of intent, approvals etc...*) with this memorandum and forward to Adm. 374. If you need additional information, phone 3544.