<Date>

Cindy Russell, PhD, RN

Vice Chancellor

The University of Tennessee Health Sciences Center

Academic, Faculty and Student Affairs

400D Hyman Building

62 S. Dunlap

Memphis, TN 38163

Dear Dr. Russell,

I am writing to request your approval to end the appointment of Dr. <FN LN>, a non-tenure <rank> effective <date> .

This request is in line with Section 5.4 of the UTHSC Faculty Handbook addressing clinician educator appointments request for non-renewal process.

Best,

<Name> G. Nicholas Verne, MD

Chair, Department of> Interim Executive Dean

UTHSC, College of Medicine UTHSC, College of Medicine

cc: Office of Faculty Affairs

cc: AFSA