

**TEMPLATE FOR ACADEMIC RESEARCHER MERIT INCREASE/PROMOTION REVIEW NOTIFICATION SERIES SPECIFIC ARTICLES (SPECIALIST, PROJECT SCIENTIST, PROFESSIONAL RESEARCHERS, COORDINATORS OF PUBLIC PROGRAMS)**

**MUST BE GIVEN TO ACADEMIC RESEARCHER AT LEAST SIX (6) WEEKS BEFORE MATERIALS ARE DUE**

«Date»

Dear «Employee name»,

I am very pleased to inform you of your eligibility for a «merit or promotion» review during academic year «Year», with an effective date of «Date». [Normally, the effective date is July 1. However, if an approval decision is made after the effective date, the merit increase or promotion will be retroactive to the effective date.]

Please submit the following materials for your review:

«List of materials the Academic Researcher is responsible for providing».

The materials should be submitted to «Name» via «Include method of submission, such as email, upload, or hard copy».

In order to meet various campus deadlines, review materials must be submitted in a timely manner to «Contact Name» by «Date».

For additional information, please see the applicable collective bargaining agreement articles and campus guidelines:

«Insert links to the applicable collective bargaining agreement article(s)».

«Insert links to campus guidelines and procedures for merits and promotions».

If you have questions about the review process, please do not hesitate to contact «Department Contact» at «Email address» and «phone number».

Sincerely,

«Local contact»