



The University of North Carolina at Charlotte
Charlotte, NC 28223-0001

**AFFIRMATIVE ACTION MEMORANDUM
TO ACCOMPANY A RECOMMENDATION TO CHANGE THE APPOINTMENT STATUS
OF A MEMBER OF THE FACULTY OR EPA STAFF**

To Whom It May Concern:

Regarding: _____ Race _____ Gender _____
(Name)

Rank/Title: _____

Attached is a recommendation to change the appointment status of the member of the faculty or EPA staff listed above by:

- Reappointment
- Renewal
- Conferral of permanent tenure
- Promotion
- Promotion with conferral of permanent tenure
- Nonreappointment or discontinuation
- Discharge
- Termination

The list below includes all persons in this employment unit who have the same faculty rank, or are in the same EPA staff category, and for whom a similar type of decision is to be made or has been made during the present or immediately past annual review period:

<u>Name</u>	<u>Race</u>	<u>Sex</u>	<u>Action Taken or Recommended</u>
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The University's policies, procedures, and goals regarding affirmative action have been given full consideration in the development of this recommendation.

Comments:

Unit Affirmative Action Officer _____
(Signature) (Typed Name)

Employing Unit _____ Date _____