



SUGGESTED EMAIL TEMPLATES

Supervisors who will meet with their employees to discuss A/P faculty position classification information can use the following email templates to communicate with employees before and after meeting. Supervisors can modify the suggested email templates to meet their needs or simply reference the templates to create their own communications.

SCHEDULING A DISCUSSION

Purpose:

- Explain the purpose of the conversation.
- Schedule a meeting time.
- Provide resources for employees about the job architecture project.

Subject: Job architecture project discussion and your position classification information

Body:

Hi [Employee preferred name].

The job architecture project is a major initiative for Virginia Tech to create a structure for A/P faculty positions. This new structure, along with the existing structures for staff and T&R faculty, is foundational to how we pay, develop, and advance our workforce through clear career paths and competitive and equitable pay practices.

The heart of this project is a new system of classifying A/P faculty positions into a new job architecture framework that is recognizable across both the organization and in industry.

I want to assure you that **your job and working title are not changing as part of this project.** What you will receive is a new system title (what's in Banner), a career track, and a career track level to match what you are doing for Virginia Tech right now. *-continues-*

SUPERVISOR EMAIL TEMPLATES

I will schedule a time for us to meet [or, I have scheduled a time for us to meet on DATE, TIME, LOCATION] to review and discuss your classification information together. I will send you your new system title, career track, and career track level before we meet [or, the information is attached]. Please read through it and bring your questions to the meeting.

In the meantime, the [website](#) has helpful resources to learn about the job architecture project and how it will and will not affect you. Here are some links that I hope you will find useful:

Resources:

- [Job Architecture 101](#)
- [Definitions](#)
- [Career Tracks](#)
- [Career Track Levels](#)
- [FAQs](#)
- [Training](#)

Please let me know if you have any questions.

[Salutation and signature]

BEFORE THE DISCUSSION (1-2 DAYS PRIOR)**Purpose:**

- Share the employee's new classification information.
- Share expectations for the meeting.

Subject: Upcoming discussion about your new classification

Attachments:

- Classification information
- What to expect during the employee conversation

-continues-

SUPERVISOR DISCUSSION GUIDE

Body:

Hi [Employee preferred name],

I want to make sure you have an opportunity to prepare for our conversation about your new classification including your new system title, career track, and career track level before we meet on [DATE].

I've worked with Human Resources to establish your new system title, career track, and career track level. I've attached this information for you.

Again, I want to reassure you that your job is not changing as part of this project. This new position classification information is to help the university describe A/P faculty positions more consistently.

You'll notice the career track and career track level describe your work and the complexity required to complete it in a standardized way. As you review the career track and career track level, please ask yourself the following questions:

- Does the career track reflect the essential role and responsibilities of my position?
- If I were to encapsulate my position in one or two sentences, would my synopsis match the job summarization?
- What questions do I have?

When we meet, I would like to get your input on the changes. Please bring any questions you have. I've attached a handout with more details on what we'll discuss in our meeting.

The [job architecture website](#) has many useful resources, including FAQs that may answer some of the questions you already have.

Please let me know if you have any questions.

[Salutation and Signature]

AFTER THE DISCUSSION

Purpose:

- Follow up on questions that were not resolved during the meeting.
- Share the finalized career track and career track level.
- Share helpful resources.

Subject: Follow up on your new classification

Attachments:

- Finalized career track and career track level

Body:

Hi [Employee preferred name],

[Insert language on how follow-up items were addressed. Examples:

- I considered/inquired about your questions about XYZ, and...
- I've incorporated your suggestions...
- I've shared your questions with our HR representative and [how the questions will be addressed]...]

Here's the finalized copy of the career track and career track level that has been approved by HR. Please let me know if you have any other questions.

New resources are continually added to the [job architecture website](#), so please check those pages for more information. I will also share any additional information I receive.

I appreciate your patience as we work through this process. Please let me know if you have any further questions.

[Salutation and Signature]