





**MEMORANDUM**

TO: Renata Moon, MD

FROM: Jeff Haney, MD, Chair, Department of Medical Education and Clinical Sciences   
James M. Record, MD, JD, FACP, Interim Dean 

DATE: June 29, 2023

SUBJECT: Expiration of Faculty Appointment

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This memorandum is to inform you that your temporary, non-tenure track faculty appointment expires on June 30<sup>th</sup>, 2023. Although not required by university policy, in accordance with Sec. III.E.1 of the Faculty Manual, we are notifying you that your appointment will not be renewed. We appreciate your contributions to the college and the achievement of many of the outcomes associated with the initial appointment. At this time, the needs of the college are moving in a different direction and your participation is no longer required.

As you leave your employment with Washington State University (WSU), visit the Human Resource Services (HRS) website [hrs.wsu.edu/employees/benefits/separating-employee-information](https://hrs.wsu.edu/employees/benefits/separating-employee-information) for information of how your separation from WSU may impact your retirement program(s). The Pullman HRS Benefits staff members are available to answer your questions, please call 509-335-4521 or email [hrs.benefits@wsu.edu](mailto:hrs.benefits@wsu.edu).

We wish you the best in your future endeavors.

cc: Daryll DeWald, Chancellor WSU-Spokane and Executive Vice-President, WSU Health Sciences  
Amy Bremner, Department Administrator, Dept. Medical Education and Clinical Sciences  
ESFCOM Employee File  
WSU-Spokane Employee File  
HRS Personnel File