Dear XXX

I am writing to follow up with you regarding your request to not use the automatic COVID-19 extension of your probationary appointment. I understand that you wish to forgo the extension, which maintain your probationary end date to 8/15/XXXX. Further, this means you will be reviewed for reappointment during the XXXX review cycle.

If the one-year COVID-19 extension for the probationary appointment is not used, you are bound to the outcome of the reappointment review.

With your acknowledgment below, your probationary end date will be 8/15/XXX.

If a successful recommendation is made for reappointment, the one-year COVID-19 extension can be used in your second probationary period if the extension is needed due to COVID-19 impact on your performance. You must notify your chair/school director that you will use the one-year COVID-19 extension no later than the due date for the submission of your dossier.

Thank you,

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Dean (or Dean’s Representative)       Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair   Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Member                                             Date