Dear XXX

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

Receipt of an automatic extension does not preclude consideration for review for promotion to associate professor with tenure at the post-COVID-19 timeline.

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

Thank you,

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

Dean (or Dean’s Representative)       Date

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

Chair   Date

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

Faculty Member                                             Date