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**INTENTION TO EXTEND A PROBATIONARY TERM DUE TO COVID-19**

Faculty Member: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Department/School: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As per the Provost's memo of 20 March 2020, the faculty member identified above was on a probationary term on that date and wishes to exercise their option to extend their probationary term by one year, due to the COVID-19 pandemic:

Probationary Term being extended: 1st 🞎 2nd 🞎

Probationary Period: Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (mmddyy) (mmddyy)

Extension of Probationary Term to: End Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (mmddyy)

(Digital) Signatures:

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

 Faculty member Date

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

 Department Chair/School Director Date

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 Home Faculty Dean Date

Notes:

* An intention to extend a probationary term may be submitted at any time during the tenure­ track period, except once a candidate's file has been submitted for tenure.
* A tenure-track faculty member who does not submit an intention form for their first probationary term may do so in their second probationary term.
* Such an extension is cumulative to other leaves (e.g., parental, sick leaves), except sabbaticals.

Distribution

Original: Home Faculty Dean

Copies: Appointee, Home Department, Human Resources, Vice President Academic and Provost