DATE: [insert date]

TO: Dr. Peter Buckley, Chancellor

 Dr. Cindy Russell, Vice Chancellor, Academic, Faculty, and Student Affairs

RE: Second Year COVID Extension Request

Pursuant to Resolutions 019-2020 and 011-2022 of Article III, Section E.2 of Board Policy BT0006, “Policies Governing Academic Freedom, Responsibility, and Tenure,” the [insert college name] respectfully requests approval of an additional one-year extension of the probationary period for [insert faculty name] due to disruptions caused by the coronavirus pandemic.

We, the undersigned, are all in concurrence with this request.

Sincerely,

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| ***Faculty member name/signature*** |  | ***Date*** |

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| ***Department Chair name/signature*** |  | ***Date*** |

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|  |  |  |
| ***Dean name/signature*** |  | ***Date*** |

cc: Faculty member

 Department Chair

 Dean