



Instructors and Assistant Professors on the Teaching Scholar, Research Scholar, or (Research) tracks may request an extension to their appointment term due to extraordinary circumstances, such as parental leave. These requests are for a one-year extension and can be made up to three times, once per appointment term.

Faculty member's name: _____

Department: _____

Extension Start Date: _____

Extension End Date: _____

Reason for Extension:

Attachments:

- **Department Chair's letter requesting the extension, including:**
 - Start and end dates of the extension
 - Reason for request
- **Hospital support letter, including:**
 - Start and end dates of the extension
 - Support for the extension request

Department Chair's Signature

Date