**Information Required from Department Chair to the Dean**

**When Requesting Probationary Period Extensions for**

**Pre-Tenure AAUP-AFT Faculty**

**2020-2021 - Due to Covid-19**

Chairs,

To assist the dean in the review and approval of your faculty member’s request, please provide the following information:

-Department Name

-Faculty Title

-Start Date of Appointment

-Date Entered Tenure Stream

-Copy of each previous MOA that was entered into by the faculty member to have a year removed from the probationary period

-Expected Date of Reappointment (if applicable)

-Expected Date of Promotion (if applicable)

The dean’s office will submit approved requests to Shannon Kenny or Nancy Carvalho of the Office of Academic Labor Relations for preparation of the Memorandum of Agreement. Once completed, ALR will return the MOA to the Office of the Executive Dean. Once the dean’s signature is obtained, the dean’s office will forward the MOA onto the department to obtain the faculty member’s signature.

Fully executed MOAs must be returned by the department directly to SEBS-HR to be included in the faculty member’s official personnel file.

Thank you,

SEBS-HR