*Department Letterhead*

**MEMO**

**TO:** Provost Alan Shoho

**THROUGH:** Dr. Rolando A. Flores Galarza, Dean and Chief Administrative Officer

Dr. Jon Boren, Associate Dean and Director of Cooperative Extension Services

Dr. Don Conner, Associate Dean and Director of Academic Programs

Dr. Jay Lillywhite, Interim Associate Dean and Director of Ag. Experiment Station

Dr. <Dept Head>

**FROM:**  Employee

**DATE:** <Insert Date>

**SUBJECT:** Request for Extension of Probationary Period for Promotion and Tenure Review

List Reason for requesting extension and provide supporting documentation if needed.