*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.