



I. FACULTY INFORMATION

NAME:	EMAIL:
COLLEGE:	DEPARTMENT:

II. RANK

Check box next to appropriate rank

<input type="checkbox"/>	Assistant Professor	<input type="checkbox"/>	Associate Professor
--------------------------	---------------------	--------------------------	---------------------

III. CURRENT AND PROPOSED DATES

Use the mm/dd/yyyy format for your answers

Date of Current Appointment	
Current Date for Mandatory Review	
Proposed Review Date (<i>Academic Year</i>)	

Is this your first extension request?

Check box next to appropriate response.

<input type="checkbox"/>	Yes - proceed to 'Faculty Member's Justification'
<input type="checkbox"/>	No - complete request date(s) below & continue to 'Faculty Member's Justification'

Use the mm/dd/yyyy format for your answers

First Request Date	
Second Request Date	

IV. FACULTY JUSTIFICATION

Per HIPAA regulations, please provide your explanation without compromising your privacy.

--

V. CHAIR APPROVAL

Is this request supported by the Chair? *If not, form must still be submitted for review.*

<input type="checkbox"/>	I support this request	<input type="checkbox"/>	I do not support this request
--------------------------	------------------------	--------------------------	-------------------------------

Chair's Comments

--

Department Chair's Signature

Printed Name and Date

VI. DEAN APPROVAL

Is this request supported by the Dean? *If not, form must still be submitted for review.*

<input type="checkbox"/>	I support this request	<input type="checkbox"/>	I do not support this request
--------------------------	------------------------	--------------------------	-------------------------------

Dean's Comments

Dean's Signature

Printed Name and Date

VII. PROVOST APPROVAL

Provost's Signature

Printed Name and Date

VIII. SIGNATURE AND ROUTING INSTRUCTIONS

We are encouraging the use of DocuSign for electronic signatures and routing. Once the Dean has reviewed and signed the form, please route to David Williams, dwill267@uncc.edu in the Academic Affairs Budget and Personnel Office via DocuSign. Instructions for using DocuSign can be found [here](#) on the University's FAQ website.