

**Extension for months thirteen (13) to twenty-four (24)**

**Article 10, Section A, Subd. 1 (b)**

*Normally, a fixed-term appointment shall not exceed twelve (12) months in duration. However, the President may extend such an appointment to a maximum of twelve (12) additional months when such action is deemed to be in the best interest of the university. Fixed-term appointments involving head or assistant coaching responsibilities shall not be subject to the limitations set forth in this paragraph.*

I request an extension for the fixed term appointment of Employee to fill the position of Position for an additional period of time not to exceed twelve (12) months.

Reason:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date

**Extension for months twenty-five (25) to thirty-six (36)**

**Article 10, Section A, Subd. Fixe 1(c)**

*Fixed –term appointments may be extended for up to an additional twelve (12) months (for a total of thirty-six (36) months upon:*

- (1) Sixty (60) calendar days written notice to the Association detailing the Employer’s explanation of the necessity for the additional appointment period; and*
- (2) The agreement of Association.*

I request an extension for a third year extension for the fixed-term appointment of Employee to fill the position of Position .

Reason:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Association

\_\_\_\_\_  
Date