***ABD Hire - PhD Completion Extension Letter (rev. February 2020)***

*For those ABD tenure-track Instructors who have not completed all requirements for the PhD by the deadline specified in the original appointment letter, an* [*extension letter*](http://www.uvm.edu/artsandsciences/forchairs/admin_handbook_documents/4.1%20ABD%20Ph.D.%20Completion%20Extension.doc)*may be written if there are clearly defined mitigating circumstances that warrant an extension. The Chair and Dean will discuss the situation before the possibility of an extension is shared with the faculty member.*

DATE (Please date letter prior to forwarding to Faculty Services for final processing)

Name

### Address

# Address

Dear \_\_\_\_\_\_\_\_\_\_\_\_:

This is to confirm that the deadline for your completion of all requirements for the PhD has been extended until MM/DD/YYYY. If you have not completed all requirements for the PhD by MM/DD/YYYY, academic year YYYY-YY will be your terminal year and your appointment for the YYYY-YY academic year will be at the rank of Instructor.

This letter supersedes your original appointment letter with a PhD completion deadline of August 31, YYYY.

Please acknowledge the change by signing and returning a copy of this letter to the Dean.

We look forward to hearing from you as soon as possible.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair

Department of \_\_\_\_\_\_\_\_\_\_\_\_

NAME, Dean

College of NAME

Patricia A. Prelock, PhD, CCC-SLP, BCS-CL

Provost and Senior Vice President

Acceptance:

I accept the offer as outlined above:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature