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**Professional and Scientific Specified Term Appointment Extension Letter**

*If you need any accommodations to access this letter, please contact us directly.*

Date

Name

Title

Department

Department Address

Re: *Specified Term Appointment Extension*

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

I am writing to confirm the extension of your current term appointment as (University Title), at \_\_\_\_% effort in the (Unit/Department Name), beginning (Date), (Year).

Prior to the conclusion of your term appointment, we will evaluate the ongoing work needs and budget resources in order to determine the need or ability to continue your term appointment beyond the date indicated below. It is possible your term appointment could be extended, but at this time your term appointment is expected to end (Date), (Year).

I am enthusiastic about the extension of your Professional and Scientific term appointment and look forward to your continuing contributions to (Unit/Department Name).

Please let me know if you have any questions regarding this information.

Sincerely,

(**Signature**)

(**Name**)

(**Title**)

(**etc.**)

\*Note: Special federal and state tax withholding rules apply for nonresidents with immigration status F1, J1, J2, H1B, TN, O1, Asylee and Refugees.  For more information regarding these rules, please contact the [Payroll Office](mailto:payroll-nra-web@uiowa.edu).

***P&S Status Definition***

**SPECIFIED TERM STATUS** is a specific term of appointment that is not to exceed the period designated and is assured of funding only through the date indicated. The first 12 months of your Specified Term appointment is your probationary period. Your performance will be evaluated against the department's standards. That period may be extended only by the provision of a specified term reappointment letter. Reappointment to specified term status may be made at the discretion of the college/division.

*For more detailed information, please refer to the*[*University Operations Manual, III-3.1, Policy to Define the Relationship of Professional and Scientific Staff Members to The University of Iowa*](http://www.uiowa.edu/~our/opmanual/iii/03.htm#31)