**HISTORY SHEET**

**EXTENDED-TERM TRACK EMPLOYEES**

Name       Department       Rank of Appointment

Date of Appointment

Mandatory review of probationary extended-term-track employees shall occur in the first, second, fourth and sixth years of employment. Optional review may happen in years three and five.

**Decision Type** **Year Reviewed**

1st year review

2nd year review

3rd year review

4th year review

5th year review

6th year review

(Probationary appts. only)

List all applicable dates and ranks below. Do not list dates for future promotions.

Extended-term appointment #1       Extended-term appointment #6

Extended-term appointment #2       Extended-term appointment #7

Extended-term appointment #3       Extended-term appointment #8

Extended-term appointment #4       Extended-term appointment #9

Extended-term appointment #5       Extended-term appointment #10

Promotion to Associate      

Promotion to Senior      

If previous service has been credited toward extended-term appointment or promotion, please attach the letter of hire that specifies the details.