**Instructions to Rescind an Automatic COVID-19 Extension***For Tenure, Clinician-Educator, and Research track*

*Assistant Professors/Associate Professors without tenure*

* Faculty are strongly advised to listen to the [Podcast on Extensions](https://www.med.upenn.edu/oaa/assets/user-content/uploads/Podcasts/Extensions_ThrivingatPSOM_F.mp3) and to review the information and forms found under [Special AY21 COVID Extensions](https://www.med.upenn.edu/oaa/faculty-affairs/extensions.html?preview=true#SpecialAY21Covi3) on the Office of Academic Affairs website.
* Faculty must meet with their Department Chair and Division Chief, if applicable to discuss interest in rescinding the automatic COVID extension.
* Following the above-mentioned meetings, complete the form with the assistance of your department Faculty Coordinator and sign.
* Department Faculty Coordinator will obtain necessary signatures and submit to the Office of Academic Affairs (attn: Chelsea Adamonis at chelsp@upenn.edu).
* The Request to Rescind form must be processed by the Office of Academic Affairs prior to submission of the reappointment dossier for the reverted reappointment start date and no later than July 1 of the desired mandatory review year.