

**ACADEMIC PERSONNEL REQUEST FOR
EXTENSION OF PROBATIONARY PERIOD**
(without concurrent request for leave of absence)

TO BE COMPLETED BY THE FACULTY MEMBER OR ACADEMIC PROFESSIONAL

NAME OF INDIVIDUAL		TITLE/RANK		DATE
COLLEGE			UNIT	
DATE OF HIRE	DATES OF OTHER LEAVES OF ABSENCE GRANTED (MM/DD/YYYY - MM/DD/YYYY)		ASU ID	
CLASSIFICATION (Please check one): FACULTY See ACD505-02 for titles that fall within this classification.		ACADEMIC PROFESSIONAL See ACD505-03 for titles that fall within this classification.		
Expiration of Probationary Period <i>(for Tenure-Track Faculty only)</i>		Expiration of Probationary Period <i>(for Probationary APs only)</i>		

DESCRIPTION OF REQUEST

Academic Affairs Manual (ACD) policies governing Faculty Probationary Appointments: ACD 506-03 , and Academic Professional Probationary Period: ACD 507-05 . Process guide for Extension of the Probationary Period can be found at provost.asu.edu/promotion_tenure .
Reason for request for one year extension to probationary period: (State clearly and concisely the reason for your request, including the good cause reason and whether the individual is on a trajectory for a positive tenure and/or continuing status outcome. Confidential or sensitive information should not be disclosed here but may be attached as a separate document.)
By submitting this request and upon approval, tenure eligible (probationary) faculty and continuing status eligible (probationary) academic professionals will receive an extension of probationary period (ACD 506-03, ACD 507-05).

I have reviewed and agree to abide by the policies governing as set forth in the Academic Affairs Policies and Procedures Manual.

Signature: _____ Date: _____

After signing above, submit form to unit for further processing. Below this line OFFICIAL USE ONLY

Recommend Action By (Type Name)	Approve	Deny	Signature	Date
Unit Chair/Director:				
College Dean:				
University Provost (or designee):				

NOTES

UNIVERSITY ACTION

Note: No written notification may be given to the individual until the process has been completed and the provost (or designee) approves or denies the request, as applicable, or has been notified.