

Process Guide for Extension of Probationary Period

without concurrent request for leave of absence
(continuing-status-eligible academic professionals)

Academic Affairs Manual (ACD) policies governing Extension of the Probationary Period: [ACD 507-05](#)

For all stages, documents should remain unlocked. Do not use an Adobe Sign, Adobe Certificate, DocuSign, or cursive fonts to sign forms or letters. JPEG signature is accepted.

Step 1. Consultation with unit. Academic professional consults with the unit administrator regarding the request for extension of the probationary period. Under special circumstances, academic professionals may request, no later than the fall semester of the year prior to the year their review is scheduled, a one-year extension of the probationary period. The approval process must include an agreement for the timing of the probationary review (if appropriate) and the continuing appointment review. The request must address the good-cause reason for the extension and whether the individual is on a trajectory for a likely positive outcome at the time of continuing appointment review.

The request for an extension could be based on the following circumstances:

- a. Personal leave: e.g. non-medical (not related to the profession)
- b. Health-related leave: e.g. FMLA, family leave, parental leave, health-related leave (non-FMLA)
- c. Military leave, bereavement leave, vacation leave, or jury duty: consult with unit or college representative.

A one-year leave granted for professional reasons such as fellowships, visiting appointments, and research grants will not interrupt the sequence of probationary years, unless an exception is requested and approved by the provost of the university at the time of the leave of absence request.

Step 2. Request form. Academic professional completes [Request for Extension of Probationary Period](#) and submits electronic copies (PDF) of the form, along with other materials if required by unit/ASU Library (hereafter referred to as “unit”) procedures.

Step 3. Unit evaluation. The unit administrator evaluates the request and provides a letter that recommends approval or denial of the request.

Step 4. Unit signatures. Unit updates request for extension of the probationary period form with all appropriate signatures.

Step 5. Submission to college/ASU Library. The unit submits electronic PDF portfolio of each case to dean/university librarian for review. The case file includes the approved extension of the probationary period form followed by other materials, if applicable, submitted in Step 2.

- a. The portfolio should be saved and titled using the following naming convention: College–Unit–LastNameFirstName–ActionAcademicYear (e.g., LAW-LAWLIBRARY- SmithJane-ExtensionProbationaryPeriod2012-13)

Step 6. Dean/university librarian letter. Dean/university librarian evaluates the request and provides a letter that recommends approval or denial of the request.

Step 7. College/ASU Library signatures. College/ASU Library updates request for extension of the probationary period form with all appropriate signature and adds to the PDF, replacing the previous form.

Step 8. Submission to the provost. The college submits the case file to the provost’s office.

Step 9. Evaluation. The president (or designee) evaluates the request and approves or denies the request.

Step 10. Notification of college/ASU Library. The president (or designee) will notify the college/ASU Library of the decision. The approved form will be distributed to the college/ASU Library.

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Step 11. Notification of unit. The college will notify the unit and the academic professional of the decision. The approved form will be distributed to the unit.



IMPORTANT REMINDERS

- All components (files) of the PDF portfolio must be in PDF format only. Do not include Word or Excel documents as components of the PDF portfolio.
- Individuals may apply for more than one extension of the probationary period.
- Individuals who are requesting an extension of the probationary period at the same time as a request for leave of absence should follow the [Process Guide for Leave of Absence](#).
- Confidential leave and medical information must be kept in a secured and separate file from the department personnel files. Departments will be audited periodically to ensure compliance.