

Process Guide for Extension of Probationary Period

without concurrent request for leave of absence
(tenure-eligible faculty)

Academic Affairs Manual (ACD) policies governing Extension of the Probationary Period: [ACD 506-03](#)

Step 1. Faculty member consults with the unit chair/director regarding the request for a one year extension of the probationary period. Under special circumstances, faculty members may request, no later than the fall semester of the year prior to the year their tenure review is scheduled, an extension of the probationary period. The approval process must include an agreement for the timing of the probationary review (if appropriate) and the tenure 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 tenure consideration.

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 (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. Faculty member completes [Request for Extension of Probationary Period](#) and submits electronic copies (**PDF**) of the form, along with other materials if required by unit/college procedures.

Step 3. The unit chair/director evaluates the request and provides a letter that recommends approval or denial of the request.

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

Step 5. The unit submits electronic **PDF** of each case to college dean for review. The case file includes the approved extension of the probationary period form and chair/director letter, followed by other materials, if applicable, submitted in Step 2.

- a. It should be saved and titled using the following naming convention:
College–Unit–LastNameFirstName – ActionAcademicYear
(e.g. *CLAS-PSY-SmithJane-extensionprobationaryperiod2012-13*)
- b. No hard copy file is required.

Step 6. The dean evaluates the request and provides a letter that recommends approval or denial of the request.

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

Step 8. The case file **must go** to the provost of the university for review.

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

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

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Step 11. The college will notify the unit and the faculty member 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, but each will be evaluated as noted above.
- Individuals who are requesting a one year 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.