

# ACADEMIC PERSONNEL REQUEST FOR EXTENSION OF PROBATIONARY PERIOD

Upon approval of this request, tenure-eligible (probationary) faculty and continuing status-eligible (probationary) academic professionals will receive an extension of probationary period ([ACD 506-03](#), [ACD 507-05](#)).

**TO BE COMPLETED BY THE FACULTY MEMBER OR ACADEMIC PROFESSIONAL**

|   |  |  |        |
|---|--|--|--------|
| NAME OF INDIVIDUAL  |  | RANK   | ASU ID |
| COLLEGE   |  | UNIT   |        |
| HIRE DATE   | DATES OF LEAVES OF ABSENCE GRANTED (MM/DD/YYYY - MM/DD/YYYY, or N/A) |  |        |
| CLASSIFICATION:<br><b>FACULTY</b> ( <a href="#">ACD 505-02</a> )<br><b>ACADEMIC PROFESSIONAL</b> ( <a href="#">ACD 505-03</a> ) |  | CURRENT MANDATORY REVIEW DATE<br>(MM/DD/YYYY - for example, 8/16/20XX) |        |

**DESCRIPTION OF REQUEST**

State clearly and concisely the good cause reason for your request and whether you are on a trajectory for a positive tenure outcome. Confidential or sensitive information should not be included on this form.

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

After signing above, submit form to unit for further processing.

**OFFICIAL USE ONLY**

| Recommendation of (type name)  | Approve | Deny | Signature                             | Date |
|--|---------|------|---------------------------------------|------|
| <b>Unit Chair/Director:</b>  |         |      |                                       |      |
| <b>College Dean:</b>   |         |      |                                       |      |
| <b>University Provost (or designee):</b>   |         |      |                                       |      |
| <b>NOTES</b>   |         |      |                                       |      |
| <b>UNIVERSITY ACTION</b>   |         |      |                                       |      |
| <b>MIDPOINT REVIEW NO LATER THAN</b>   |         |      | <b>MANDATORY REVIEW NO LATER THAN</b> |      |
| <p><b>Note:</b> 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. The process guide can be found at <a href="https://academicpersonnel.asu.edu/personnel-processes">https://academicpersonnel.asu.edu/personnel-processes</a>.</p> |         |      |                                       |      |