

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.7	Policies and Procedures Regarding Tenure	Revised:	May 2005
Policy 3.7.2	Extension of Tenure Track Probationary Period	Responsibility:	Vice President for Academic Administration

EXTENSION OF TENURE TRACK PROBATIONARY PERIOD

Policy

A faculty member who determines that certain personal circumstances may impede his or her progress toward achieving demonstration of eligibility for recommendation of award of tenure may make a written request for extension specifying the reason(s) for the requested extension. Personal circumstances that may justify the extension include, but are not limited to, disability or illness of the faculty member; status of the faculty member as a principal caregiver of a preschool child; or status of the faculty member as a principal caregiver of a disabled, elderly, or ill member of the family of the faculty member. It is the responsibility of the faculty member to provide appropriate documentation to adequately demonstrate why the request should be granted.

Process

The request for extension shall be limited to one academic year. A request for an additional academic year's extension will follow the established request process, with the maximum duration of extension, whether consecutive or nonconsecutive, to be two academic years.

The written request and all supporting documentation should be submitted by faculty member to his/her Chair as soon as the faculty member determines the need for extension. At a minimum, requests for extension must be made in advance of the academic year or semester for which the extension is desired and may be made no later than three months prior to the deadline for initiation of the mandatory review process to determine recommended award of tenure or notice that the next year will be the faculty member's terminal year of appointment.

Approval

The decision regarding the request shall be made by the Vice President for Academic Administration and the President upon the recommendation of the Chair and the approval of the Dean.
