

Tenure Probationary Period Extension Request (Stopping the Tenure Clock)
revised 7/14/09, Office of the Senior Vice President and Provost

A one-year probationary period extension shall be automatically granted to either parent (or both, if both parents are tenure track faculty members) in recognition of the demands of caring for a newborn child or a child under five newly placed for adoption or foster care. The request should be made within a year of the child's arrival in the family.

An extension of the probationary period may also be approved on a discretionary basis for other extenuating non-professional circumstance that have had a significant impact on the faculty member's productivity, such as a serious personal illness or major illness of a member of the immediate family. Documentation of medical reasons is required and should be submitted with this request. In rare cases, extraordinary professional circumstances not of the faculty member's making may be acceptable justification for a probationary period extension. (See section 2.8.2.1 of the *Faculty Handbook* for further information.)

Name:

Tech ID number:

Department:

Current mandatory tenure review year:

If a previous probationary extension has been received, indicate the date:

Extension of the tenure probationary period for a new parent (childbirth, adoption, foster care) is automatic. Date of childbirth, or date when a child under five was newly placed for adoption or foster care:

Other request for stopping the tenure clock. Please specify circumstances. You may attach additional narrative.

Faculty Member's Signature	Date
Approved <input type="checkbox"/>	
Not Approved <input type="checkbox"/>	
Department Head	Date
Approved <input type="checkbox"/>	
Not Approved <input type="checkbox"/>	
Dean	Date
Approved <input type="checkbox"/>	
Not Approved <input type="checkbox"/>	
Senior Vice President and Provost	Date

If the department head does not support this request, the reasons for denial shall be provided in writing, and the request automatically forwarded to the dean for further review. If the dean does not support this request, the reasons for denial shall be provided in writing, and the request automatically forwarded to the provost for further review.

To be completed by Office of the Provost:

New tenure review year: _____
Final year, if tenure is not awarded: _____