



COLLEGE OF NATURAL SCIENCES

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Date:

TO: [Name of the Department Tenure Committee Chair], Chair of the [Department Name] Tenure Committee

FROM: [Faculty member name], [Faculty Title] of the Department of [Department Name]

RE: Request to extend tenure clock

Pursuant to APPENDIX 8: Family Medical Leave Policy of the Academic Faculty and Administrative Professional Manual (language listed below for reference), I am formally accepting a one-year extension of my tenure probationary period due to a qualifying FMLA related reason.

Effect of Family Medical Leave on the Tenure Process

If a tenure-track faculty member takes FM Leave, and the accumulated amount of FM Leave taken is at least eight (8) weeks, then the end of his or her probationary period shall be pushed back by one (1) year. If this occurs before the Comprehensive (Midpoint) Review (see Section E.14.2), then this Review shall also be pushed back by one (1) year. The expectations for tenure shall not be increased due to this extension of the probationary period. If the faculty member chooses not to make use of this one (1) year extension, this shall not cause the faculty member's application for tenure to be treated as an early application.

Additional use of FM Leave will generally not lead to an additional one (1) year extension of the probationary period, since the accumulated amount of FM Leave taken will generally be far less than one (1) year. However, in exceptional circumstances, the faculty member may request a second one (1) year extension by following the procedure in Section E.10.4.1.2.

Sincerely,

[Faculty Member Name]
Department of [Department Name]

Acknowledged:

[Name of the department tenure committee chair]
Chair of Tenure Committee, Department of [Name]

[Name of Department Chair]
Chair, Department of [Name]

[Name of Dean]
Dean, College of Natural Sciences