



**COLLEGE OF NATURAL SCIENCES**

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DATE:

TO: [P&T Chair Name], 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 Section E.10.4.1.2: Extension of the Probationary Period of the Academic Faculty and Administrative Professional Manual (language below for reference), I am formally requesting a one-year extension of my tenure probationary period. This request is due to [reason for extension, please do not include any sensitive medical or personal information in explanation].

*Extension of the probationary period for reasons other than use of Family Medical Leave is not automatic. A faculty member may request an extension of the probationary period as described below. The faculty member must make the request for an extension of the probationary period in writing to the departmental tenure committee. Such a request should be made as early as possible, and must be made prior to the first day of the final academic year of the probationary period. The recommendation of the tenure committee shall be forwarded successively to the department head, the college dean, and the Provost, each of whom shall recommend either acceptance or rejection of the recommendation of the tenure committee. Such recommendations shall not be made in an arbitrary, capricious, or discriminatory manner. The final decision on such an extension shall be made by the President. If the faculty member making the request is dissatisfied with a rejection at any level of a positive recommendation by the tenure committee, the faculty member has the right to appeal through formal grievance procedures.*

- a) A faculty member may request an extension of the probationary period due to exceptional circumstances, including, but not limited to, birth or adoption of a child, personal health issues, and care of immediate family members (this is separate from the issue of leaves, which are addressed in Section E.10.4.1.2.c). The tenure committee may recommend up to two (2) separate extensions of the probationary period, each for a period not to exceed one (1) year.
- b) A faculty member may request an extension of the probationary period under the Americans with Disabilities Act (ADA). Such a request must identify the nature of the disability and explain why an extension of the probationary period is necessary for purposes of reasonable accommodation. The faculty member requesting such an extension also must provide evidence of protected status under ADA to the Director of the Office of Equal Opportunity (OEO), who shall determine the validity of the protected status and inform the departmental tenure committee. The tenure committee may recommend an extension of the probationary period for a period not to exceed one (1) year (see Sections E.6.b and E.4). Any subsequent request to the tenure committee for an additional extension shall require reverification of the protected status by the OEO Director.
- c) Any leave for a period not exceeding one (1) year shall normally count as part of the probationary period. However, if the leave is of such a nature that the individual's development as a faculty member while on leave cannot be judged, or if the leave is for purposes that are not scholarly, the faculty member may request that the leave not count as part of the probationary period.
- d) If a faculty member has been granted credit for prior service, thus reducing the probationary period, then, if circumstances warrant, the faculty member may request that this credit for prior service be reduced, thus extending the probationary period.

Sincerely,

\_\_\_\_\_  
[Faculty Member Name]  
Department of [Department Name]

**Approved:**

\_\_\_\_\_  
[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