

# Tenure Clock Extension Form

As stated in the Faculty Handbook:

*For clearly stated personal reasons (e.g., emergencies related to health, activation of military service, pregnancy, adoption, childcare, care of parents), a tenure-track faculty member may request an extension of up to two years from the first five years of this probationary period for an approved leave of absence or a modified assignment. Specific aspects of such an extension must be established by the department head or director, the dean, the provost, and the faculty member. Such an agreement must be in writing. The department promotion and tenure committee shall be notified in writing of the extension and the revised probationary period.*

This form documents the faculty member's intent to request an extension of a tenure-track faculty member's probationary period by one year (twelve months). Note: Two one-year extensions are permitted. It must be filed with the department head prior to the faculty member's original deadline for tenure applications. After all signatures are completed, a copy must be sent to the Departmental P&T committee.

## Personal Reasons for Tenure Clock Extension (limit 250 words):

Faculty Name: \_\_\_\_\_

NetID: \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dept. Head/Director: \_\_\_\_\_ Date: \_\_\_\_\_ NetID: \_\_\_\_\_

Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_ NetID: \_\_\_\_\_

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

Submit button for  
Provost Office Only

Sent to the Department Promotion and Tenure Committee