



As a faculty member in good standing, I request an extension of my probationary period for the following duration and reasons:

For extension based on absences of one or more Academic Years - Per CBA 13.7, the request must be made no later than the first day of the leave of absence listed below.

- A one-year extension of the probationary period while on a leave of absence for pregnancy/birth or adoption for one year.
- An extension of the probationary period for the duration of the leave while on a personal leave of absence without pay pursuant to CBA provision 22.8 for one or more full academic years.
- A one-year extension of the probationary period while on a professional leave of absence without pay for two or more academic years.

For extension based on absences of less than one Academic Year - Per CBA 13.8, the request for a one academic year extension must be made no later than 30 days prior to the beginning of the academic term in which the faculty member is scheduled to return to work for a leave of absence of less than one academic year as listed below.

- Leave of absence for pregnancy/birth or adoption.
- Personal leave of absence without pay pursuant to CBA provision 22.8.
- Professional leave of absence without pay pursuant to CBA provision 22.24.
- Workers' Compensation, Industrial Disability or Nonindustrial Disability Leave.
- Paid sick leave.

This request will extend my normal probationary period one year beyond the normal probationary period of six years of full-time probationary service specified in CBA Article 13.3. Upon return from this leave, your review schedule will likely need to be adjusted. This will typically result in a performance review for either retention or tenure and promotion upon your return from leave. A request for tenure and/or promotion during my original final probationary year, or earlier, will be considered an accelerated request and subject to the criteria for accelerated tenure and promotion. The extension of the probationary period does not guarantee retention during and/or up-to-the conclusion of the newly established probationary period nor does the extension guarantee tenure or promotion.

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 PRINT NAME

\_\_\_\_\_  
 DEPARTMENT

\_\_\_\_\_  
 EMPL ID

\_\_\_\_\_  
 COLLEGE

\_\_\_\_\_  
 FACULTY SIGNATURE

\_\_\_\_\_  
 DATE

- Recommend
- Not Recommended

\_\_\_\_\_  
 DEPARTMENT CHAIR SIGNATURE

\_\_\_\_\_  
 DATE

- Recommend
- Not Recommended

\_\_\_\_\_  
 DEAN SIGNATURE

\_\_\_\_\_  
 DATE

- Recommend
- Not Recommended

\_\_\_\_\_  
 VICE PROVOST FOR FACULTY AFFAIRS

\_\_\_\_\_  
 DATE

- Approved
- Not Approved

\_\_\_\_\_  
 PROVOST APPROVAL

\_\_\_\_\_  
 DATE