

# Request of Exclusion of One Service Year for a Member on a Probationary Appointment – Parenthood (Duluth Campus Only)

<b>Route this form to:</b>	<b>UMD Form</b> UM 1814
See Routing Instructions Below	<b>Rev: 7/16</b>

**Routing: Faculty member must complete, sign and submit form to Vickery French, Office of the Executive Vice Chancellor for Academic Affairs, 500 Darland Building, 1049 University Drive, Duluth, MN 55812, for final signature.**

**Faculty in Pharmacy Duluth or Medical School Duluth must use forms UM 1764, UM 1765, or UM 1766 to request extensions of the probationary period.**

Name of Probationary Faculty Member		Empl ID
Rank	Probationary Start Date	Job Code
Department		Appointment Term (select one) <b>9 months      12 months</b>
College	UMD E-mail	Appointment Type <b>Tenure-track</b>

## 1) EXCLUDE ONE TWELVE MONTH PERIOD (YEAR) FROM COMPUTATION OF YEARS OF SERVICE

Exclude one year from the computation of years of service due to parenthood [refer to University Education Association (UEA) contract, Duluth section 201.264].

Please note that requests for exclusion from the computation of years of service for medical reasons must use forms UM 1815 available at <http://policy.umn.edu/forms/>

The request for exclusion of the year must be made in writing within three months of the birth or adoptive placement and no later than June 30 preceding the year a final decision would otherwise be made on an appointment with indefinite tenure for that faculty member in accordance with the UEA contract section 201.264.

Date of Birth/Adoptive placement	
Probationary Faculty Member Signature	Date of Notification/Signature

## 2) PREVIOUS EXCLUSIONS FROM COMPUTATION OF YEARS OF SERVICE

Yes       No

**IF YES, STATE ACADEMIC YEAR AND REASON(S)**

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Approved – Executive Vice Chancellor for Academic Affairs	Date
<b>For office use only</b>	
Mandatory decision year regarding indefinite tenure has changed from _____ to _____.	