

Extension of Maximum Period of Probationary Service for Continuous Track Academic Professionals

Routing: Submit this form to the Vice Provost for Faculty and Academic Affairs, vpfaa@umn.edu. Please refer to [the Adobe Digital Signature Instructions](#).

Name of Probationary Academic Professional Employee		Employee ID
Department/Unit		
College/Campus	UMN E-mail	Probationary Start Date

Extend the maximum period of probationary academic professional service for the reason specified below:

- New parent responsibilities including birth, adoption, or foster placement [no documentation required]
- Extended medical leave or major caregiver responsibilities for a family member who has an extended illness, injury, or debilitating condition
- Reduction of appointment below 67%
- Other

The request for extension must be made **within three months** of the events giving rise to the claim, and no later than June 30 preceding the year a final decision on a continuous appointment would be made. This provision may not be used more than two times during the employee's probationary period. Refer to [Administrative Guidelines, Criteria, and Procedures for Review of Probationary Academic Professionals Considered for Continuous Appointment](#), Section II.

Explanation: Please attach documentation for the above request (not required for new parent requests).

Previous extension(s) granted (state academic year and reason (e.g. 2019-2020 for new parent responsibilities):
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Signatures	Dates
Probationary Academic Professional Employee	Date
Responsible Administrator [signature required only for Reduction of Appointment and Other]	Date
Dean/Chancellor [signature required only for Reduction of Appointment and Other]	Date
Executive Vice President and Provost	Date

For office use only
Mandatory decision year regarding continuous appointment has changed from _____ to _____. Academic year to which this extension applies: _____