

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

Route this form to: See Routing Instructions Below	UMD Form UM 1815 Rev: 7/16
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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) 9 months 12 months
College	UMD E-mail	Appointment Type Tenure-track

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

Exclude one year from the computation of years of service for medical reasons [refer to University Education Association (UEA) contract, Duluth section 201.266].

Please note that requests for exclusion from the computation of years of service for parenthood must use form UM 1814 available at <http://policy.umn.edu/forms/>

Exclusion of the year by this provision may occur no more than once. A faculty member will submit a written application to the head of the department. The head will forward the application to the dean with a recommendation from the tenured faculty members of the department. The dean will notify in writing of the approval or disapproval of the faculty member’s request within 30 calendar days of receiving the request. The dean will also identify to the faculty member, in writing, the reasons for the disapproval, if disapproved. Refer to the UEA contract section 201.266.

2) PREVIOUS EXCLUSIONS FROM COMPUTATION OF YEARS OF SERVICE Yes No

IF YES, STATE ACADEMIC YEAR AND REASON(S)

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Signature - Probationary Faculty Member	Date
Approved – Department Head/Chair	Date
Approved – Dean	Date
Approved – Executive Vice Chancellor for Academic Affairs	Date

For office use only
Mandatory decision year regarding indefinite tenure has changed from _____ to _____.