

Extension of Maximum Period of Probationary Service for Tenure-Track Faculty

Routing Instructions: Submit this form to the Vice Provost for Faculty and Academic Affairs, vpfaa@umn.edu. Please refer to the [Board of Regents Policy: Faculty Tenure](#) Sections 5 and 3.6, the [FAQ document](#), and the [Adobe Digital Signature Instructions](#).

Name of Probationary Faculty Member:		Employee ID:
Department/Unit		
College/Campus:	UMN E-mail:	Probationary Start Date:

Request to extend the maximum period of probationary faculty service for the reason specified below:

- Extend my appointment by one year due to new parent responsibilities** – Date of birth/adoption/foster placement: _____ [No documentation required]
- Extend my appointment by one year due to caregiver responsibilities**
- Extend my appointment by one year due to personal medical illness/injury** [A letter from a healthcare provider or Disability Resources is required]
- Reduce the percentage of my appointment to less than 67% as allowed** [An MOU detailing the terms of the reduced appointment is required]
- Other**

The request for extension of maximum probationary period must be made in writing **within one year** of the event giving rise to the claim 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 Board of Regents Policy: *Faculty Tenure*, Section 5.5.

All extensions require a statement describing the reason for the request unless stated otherwise.

Previous extension(s) granted – State academic year and reason (e.g. 2019-2020 new parent responsibilities):

Signatures	Dates
Probationary Faculty Member	Date
Department Head/Chair [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 indefinite tenure has changed from _____ to _____. Academic year to which this extension applies: _____