

**UNIVERSITY OF KENTUCKY
DELAY OF PROBATIONARY PERIOD PROCEDURES**

RESPONSIBILITY	ACTION
A. Procedures for requests based on becoming a parent (automatic extension)	
Faculty member	<p>Receive automatic 1-year extension, unless waive this right. Waive by checking the box on the Faculty Tenure Delay Form (TDF).</p> <p>Note: Automatic delay shall not be granted more than two (2) times within the probationary period.</p>
Faculty member (waive)	Notify the appropriate department chair and complete the appropriate sections on the Faculty Tenure Delay Form.
Department Chair	<p>Prepare a revised Notice of Academic Appointment, adjusting the end-of-probation date and advise the faculty member of the revised date on which his or her tenure review will be initiated.</p> <p><u>Or</u> if a waiver, in writing, acknowledge receipt of the waiver.</p> <p>Forward to Dean's office the Faculty Tenure Delay Form and unless a waiver has been requested the signed Notice of Academic Appointment.</p>
Dean's Office	<p>Forward copies of request (i.e., TDF) and acknowledgements and the signed Notice of Academic Appointment to the Provost Office.</p> <p>Maintain copy in the faculty member's official personnel file.</p>
Provost's Office	<p>Keep a copy in the Provost file.</p> <p>Annually monitor practice to ensure that faculty members are not penalized in any way for requesting and receiving extensions of the probationary period.</p>
B. Procedures for requests based on significant responsibilities for the care of a relative or domestic partner:	
Faculty member	<p>Check the appropriate box on the Faculty Tenure Delay Form (TDF).</p> <p>Attach relevant documentation explaining the extenuating circumstance of the care-giving situation (which must be clearly beyond those experienced by most probationary faculty).</p> <p>Submit to appropriate department chair.</p>
Department Chair	<p>Review request and provide written recommendation of approval, complete Notice of Academic Appointment and submit to the dean.</p> <p>If denied, in writing notify the dean with justification.</p>
Dean's Office	<p>Acknowledge request in writing, provide decision and, if approving the request, advise faculty member of the date on which his or her tenure review will be initiated.</p> <p>Forward copies of request (i.e., TDF), acknowledgements, the TDF and if approved the signed Notice of Academic Appointment to the Provost Office.</p> <p>Maintain copy in the faculty member's official personnel file.</p>
Provost's Office	<p>Keep a copy in the Provost file.</p> <p>Annually monitor practice to ensure that faculty members are not penalized in any way for requesting and receiving extensions of the probationary period.</p>