

Process for Requesting a Tenure Delay

Updated April 2024

Overview (From GR):

A probationary regular, special, extension, or librarian title series faculty member who becomes the parent of a child or children by birth, adoption, or guardianship, shall automatically be granted a one year delay of the probationary period by the dean of the respective college. In addition, a probationary faculty member who assumes significant responsibilities for the care of a relative (see GR X.A.1) or domestic partner may request consideration of a one-year delay of probationary period based on extenuating circumstances. These extenuating circumstances for a delay related to significant care responsibilities must be clearly beyond those experienced by most probationary faculty.

This provision is available to all probationary non-tenured faculty upon their official start date and up until the anniversary of their official start date in the year in which their tenure review is scheduled to occur.

Process:

1. With information from the faculty member or Chair about a qualifying event, the HR Administrator will provide access to the Tenure Delay Form. Faculty member will complete the tenure delay form and submit to the Department Chair.
2. The Department Chair will approve and forward to the Dean's Office for signature.
3. A Notice of Academic Appointment form will be completed by the CHS Office of Faculty Advancement (OFA) to extend the probationary period. It must be signed by the faculty member and college dean.
4. The OFA will forward the request to the Provost for approval and notify the faculty member and Chair of the outcome.
5. The faculty member may opt to forgo the tenure delay at any time during the probationary period if desired, and must communicate that decision in writing to the OFA.

Resources

[GR X Automatic Delay of Probationary Periods](#)

[Tenure Delay Form](#)