

Request for an Extension of Probationary Period due to the COVID-19 Pandemic

timestamp: 17.April.2020 -- Office of Exec. VP for Academic Affairs and Provost

Procedures governing extension of the probationary period (“tenure clock”) for tenure-track, pre-tenure faculty are detailed in the [Faculty Manual](#). As described in the April 17, 2020 memo from Provost Robert H. Jones and Faculty Senate President Danny Weathers, all pre-tenure faculty hired prior to July 1, 2020 and not in their penultimate year of service during the 2020-2021 academic year have the opportunity to request an extension to their probationary period due to the COVID-19 pandemic.

This form provides the mechanism to ease the process of applying for an extension. The completed form should be sent by a faculty member’s Dean’s Office to the Provost’s Office at APFA@clermson.edu. Notification of approval will be sent to the requester, Department/School Chair/Director and Dean. To provide time for review and approval before the next TPR review cycle year process begins (in particular, the ‘Promotion and/or Tenure Precheck’), it is in your best interest to submit your request by March 1, 2021 and by March 1 any year prior to your penultimate year. Note that submitting a request beyond March 1, 2021 may require additional explanation.

Name: _____

CU ID number: _____

Employee ID: _____

Department/School: _____

College: _____

Campus address: _____

Email address: _____

Hire date for first year of tenure track position: _____

Penultimate academic year prior to automatic extension: _____

“New” penultimate year requested (one-year extension): _____

Reason for extension request. 200 word limit (You may simply state “Interruptions in productivity caused by COVID-19,” but an additional, brief explanation is encouraged.)

I understand the conditions associated with the granting of my request of an extension to my probationary period and accept that approval of this request does not render an automatic granting of tenure and does not provide an indication that I am on track to be granted tenure. I also understand that I will not have a claim on tenure if no action is taken on my promotion/tenure status by the newly-established penultimate year. The signatures of the Department chair, TPR committee chair, and Dean of my College indicate that these individuals acknowledge and file this opt-in.

Faculty signature

Date

Department Chair, TPR Committee Chair, Dean, and Provost complete the section below

By signing below, I either approve or deny the extension of the probationary period. **If you deny the extension, please provide justification for this decision in the text box below the signature.**

Approve

Deny

Department Chair signature

Date

Approve

Deny

TPR Chair signature

Date

Approve

Deny

Dean signature

Date

Approve

Deny

Provost signature

Date