
a. **Childbirth/Adoption:** A faculty member in a tenure track position who becomes the parent of a child by birth or adoption, may request an automatic one-year extension of the probationary period for tenure. The faculty member must notify, by formal written request, the Provost in a timely fashion and include appropriate documentation of the birth or adoption. Childbirth or adoption shall be considered an exceptional case justifying an extension under Regents’ Policy II.G.(4)(b) and will not prejudice a subsequent contract renewal decision. In the event that the extension is requested and granted occurs before the third year review, the review is also automatically delayed for one year. [add 7-11]

b. **Other Circumstances:** An extension of the probationary period for tenure may be granted in other circumstances that may impede a faculty member’s progress toward achieving tenure, including significant responsibilities with respect to elder/dependent care obligations and disability/chronic illness, or other exceptional circumstances. [rev. 7-11]

c. **Procedure for Requesting an Extension.** The procedures for requesting an extension are:

1. The faculty member must request the extension from the Provost in writing by June 1st before the review process begins and must include appropriate documentation of the childbirth, adoption, or other circumstances.

2. Requests should be made in a timely manner, proximate to the events or circumstances that occasion the request. All requests should state the basis for the request and include appropriate documentation.

3. Except to obtain necessary consultative assistance on medical or legal issues, only the Provost will have access to documentation pertaining to a request related to disability or chronic illness. The provost will, at his or her discretion, determine if consultation with the dean and/or department is appropriate. The provost shall notify the faculty member, department chair, and dean of the action taken.

4. In most cases, extension of the probationary period will be for one year. However, longer extensions may be granted upon a showing of need by the faculty member. Multiple extension requests may be granted. All requests for probationary period extensions shall be made prior to commencing with a tenure or contract renewal review.

5. If a probationary period extension is approved, a reduction in productivity during the period of time addressed in the request should not prejudice a subsequent contract renewal decision. In the event the probationary period is approved before the third year review, the review is automatically delayed. [rev. 7-11]