



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.xxx

DIVISION: Academic Affairs

TITLE: Extension of the Probationary Period

DATE: xxx. xx, xxxx

REVISED: XXXX XX, XXXX [if applicable]

Policy for: XXXXXXXXXXXX

Procedure for: XXXXXXXXXXXX

Authorized by: XXXXXXXXXXXX

Issued by: XXXXXXXXXXXX

I. Purpose and Scope

Policies extending the probationary period for certain family care responsibilities are common in academia, including WKU's benchmark schools. The goal of this policy is to provide additional time for tenure-track faculty members facing such responsibilities to demonstrate fully their professional qualifications for tenure.

II. Policy

Tenure-track faculty members holding a probationary term of appointment may be granted an extension of the maximum probationary period with no resulting change in employment obligations. This extension applies whether or not the faculty member takes a leave of absence for such events.

The maximum probationary period may not be extended more than two times. In addition, a faculty member's probationary term of appointment may not exceed eight years.

A faculty member who is granted an extension of the tenure clock has the right to request to be considered for tenure and/or promotion prior to the decision year of the probationary period.

III. Procedure

Two types of extensions are covered in this policy. Both types of extensions require written notification to the academic unit head prior to the academic year in which the tenure decision would otherwise be made.

1. For the following events, a one-year extension of the maximum probationary period will be granted subject to the required notification.
 - a. the birth of the faculty member's child;
 - b. adoption of a child by the faculty member; or
 - c. the death of the faculty member's spouse, domestic partner or child.
2. For the following events, a one-year extension of the maximum probationary period may be requested. Requests will be reviewed and subject to approval by the academic unit head, the college dean, and the provost.
 - a. a serious illness of the faculty member and/or the faculty member's spouse, domestic partner, child, or parent; or
 - b. the death of the faculty member's parent; or
 - c. the placement of a foster child with the faculty member; or
 - d. other relevant circumstances, as approved by the academic unit head and college dean.

IV. Related Policies

See also:

[list any related policies or manuals]

V. Reason for Revision

[if applicable]

Appendices

[if applicable]