

Documentation Required for Tenure-Decision-Date Extension

Requests for extension due to the birth or adoption of a child, or because the faculty member is primary caregiver of the child, or both.

Documentation required:

- A copy of the faculty member's initial offer letter showing the original mandatory tenure decision date (salary information should be redacted).
- Faculty member's written request for the extension due to birth or adoption of the child, or being primary caregiver, or both.
- If the request is based on being primary caregiver, it is appropriate to explain the circumstances under which the faculty member will have the greater childcare responsibilities.
- Dean's signature endorsing the request. Please include the original and proposed new tenure decision dates.
- Photocopy of the child's birth certificate or adoption certificate.

Note - The birth must be at least 12 months before the tenure decision date (May 15 for an academic year faculty member, June 30 for a fiscal year appointee) to qualify for an extension under this policy. The extension request should be made within 12 months of the triggering event.

Extension requests due to other reasons (may or may not need Probationary Deadline Committee's review and recommendation). Your dean's office should have a copy of the *Guidelines of the Committee on Probationary Deadlines*, issued May 25, 2010.

Documentation required:

- A copy of the faculty member's initial offer letter showing the original mandatory tenure decision date (salary information should be redacted).
- A copy of the faculty member's current CV.
- A letter from the faculty member stating the reason(s) for the extension (and including supporting documents as appropriate).
- A cover memo from the dean, commenting on 1) the unusual circumstances and 2) whether those circumstances are thought likely to make the difference between a meritorious or non-meritorious tenure dossier.
- In the dean's memo, please include the original and proposed new tenure decision dates.

Note: The extension request should be made within 12 months of the triggering event.

Submit all requests to the Office of Faculty Affairs, ADM 204, MC 4019