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**Notification/Request for Probationary Period Extension**

NDSU’s Policy 352: Promotion, Tenure and Evaluation provides for extension of time during which institutional decision must be made regarding reappointment, promotion, and/or tenure. To submit an extension request, complete and submit this form to the Office of the Provost/Faculty Affairs. Once a decision is made, the faculty member, Department Chair/Head, and the Dean of the College will be notified in writing.

Name:

Department(s):

College(s):

Rank:

Probationary period/tenure-track appointment start date (e.g. August 2015):

Final probationary year (tenure review year, e.g. 2020-21):

Duration of request (e.g., 1 year):

“New” final year of probationary period requested (e.g. 2021-22):

Extension requested due to (check all that apply):

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Personal circumstances | [ ]  Family circumstances | [ ]  Personal illness | [ ]  Personal disability |
| [ ]  Childbirth or adoption (*automatic extension*) | [ ]  Institutional:        |

Review timeline (check all that apply):

|  |
| --- |
| [ ]  July 1 or after the year in which the faculty member’s tenure/promotion portfolio is due |
| [ ]  Faculty member is undergoing third-year review in the current academic year |

Allow Office of the Provost/to discuss request with any or none of the following (check all that apply):

[ ]  Department Chair/Head [ ]  Dean [ ]  Other (specify)

Rationale for request (***to remain confidential particularly in instances of illness or disability***):

I understand the conditions associated with the granting of an extension of the probationary period and accept that the extension is an arrangement which does not render an automatic granting of reappointment, tenure, and/or promotion.

Faculty signature Date