

## 12.01.99.W1/AA Granting Extension of Tenure Probationary Period

*Approved May 7, 2006*

*Supplements System Policy 12.01 and University's Promotion and Tenure Procedures*

1. West Texas A&M University is governed by the *System Policy and Regulations Manual* (SPRM). The University rule on granting extension of the tenure probationary period governs the university in local matters not detailed in the *System Policy and Regulations Manual*.
  - 1.1 Criteria for Extension of Tenure Probationary Period:
    - 1.1.1 Any request for extension must be based on “extraordinary circumstances.”<sup>1</sup>
    - 1.1.2 A faculty member must submit a written request for “extension of the tenure probationary period” to his/her department head. The request should state in detail the extraordinary circumstances supporting the request and include all relevant documentation. When necessary, the university has the right to request additional documentation. If approved, the department head will forward the request to the dean for his/her approval and on to the vice president for academic affairs, or the chief academic officer’s designee for final approval. Any request for extension must be submitted sufficiently in advance of the deadline for tenure or reappointment considerations so as to allow adequate evaluation of the request.
    - 1.1.3 The request for extension may be made during the probationary period but must be made before submission of the tenure folder. The tenure folder is due to department heads on or before September 24 of the sixth academic year for faculty with the rank of assistant professor or the fourth academic year for faculty with the rank of associate or full professor.
  - 1.2 Length of Extension
    - 1.2.1 Extensions may be granted for a period of time (usually one academic year), and require written concurrence by the faculty member, department head, dean, and the chief academic officer, or the chief academic officer’s designee.
  - 1.3 Continuation of Tenure Probationary Period
    - 1.3.1 At the conclusion of the approved extension, the tenure probationary period automatically resumes according to the guidelines outlined in the *Faculty Handbook*, Appendix XI, Promotion and Tenure.

<sup>1</sup>For the purposes of this policy, “extraordinary circumstances” include catastrophic or life threatening illness, unforeseeable emergency, or circumstances of similar severity which prevent the faculty member from engaging in those professional activities required for tenure.

1.4 Termination of Tenure Probationary Period

- 1.4.1 After completion of an extension of the tenure probationary period, a tenure-track faculty member who is not approved for continuation of the tenure probationary period is given notice according to the procedures in the *Faculty Handbook*, Appendix XV, Evaluation and Continuance of Probationary Faculty.

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CONTACT FOR INTERPRETATION: Provost/Vice President for Academic Affairs