



COVID-19 Probationary Faculty RTP Clock Extension Form

The coronavirus (COVID-19) situation has impacted the teaching, research and service activities of all faculty. In light of this, probationary tenure-track faculty may request an extension of one year for tenure and promotion. To do so, the faculty member shall submit the request to their Department Chair by **December 15, 2021**. The Department Chair shall forward the request to the college Dean for notification and signature. The completed form shall be forwarded to the Office of Faculty Affairs and Development for placement in the faculty member's Personnel Action File. Requesting the extension of time for tenure and promotion shall not negatively impact the faculty member. Thus, if the faculty member considers themselves ready for tenure and promotion at the time for which they were originally scheduled (i.e. without the one-year extension of time), they can rescind their RTP extension request prior to the WPAF file submission deadline and apply for tenure and promotion at their original, pre-extension time without having to satisfy policy requirements for early tenure and promotion (highly meritorious in two categories). To do so, the faculty member will re-submit this RTP extension request form indicating rescission of the extension prior to the file deadline for their originally scheduled tenure review.

I request an extension of my probationary period, which means I will be given an additional probationary year. I understand that annual RTP evaluations will continue each year as described in university policies and the Collective Bargaining Agreement; in lieu of my scheduled tenure review, I understand that I will undergo a COVID-19 Abbreviated Review. I understand that a copy of this request shall be placed in my Personnel Action File. The justification for the extension is the following (check all that apply):

- Additional workload due to the transition to remote teaching
- Disruption of research, scholarly, and creative activities
- Disruption of department, college, university, and community service
- Family care or medical leave related to or individual sick leave due to COVID-19
- Other: _____

I rescind my request for the extension of time towards tenure and promotion

Faculty Name: _____

Department: _____ College: _____

Academic Year in which Tenure review is currently scheduled: _____

New Academic Year in which tenure review will take place: _____

Faculty Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Dean Signature: _____ Date: _____

AVP Faculty Affairs and Development Signature: _____ Date: _____