

Rule 12.01.99.T1 Granting Extension of Tenure Probationary Period



Approved: April 17, 2015
Reviewed: October 10, 2019
Reviewed: January 18, 2022
Next Scheduled Review: January 18, 2027

Rule Statement

Tarleton State University (Tarleton) may authorize an extension of the tenure probationary period due to special conditions.

Reason for Rule

This rule provides the guidelines and requirements for faculty members seeking an extension of their tenure probationary period, as required by System Policy *12.01 Academic Freedom, Responsibility and Tenure*.

Procedures and Responsibilities

1. CRITERIA FOR EXTENSION OF TENURE PROBATIONARY PERIOD

- 1.1. Any request for extension must be based on extraordinary circumstances.
 - 1.1.1. For the purposes of this rule, extraordinary circumstances include: catastrophic or life-threatening illness, unforeseeable emergency, special opportunities, or circumstances of similar significance which prevent the faculty member from engaging in those professional activities required for tenure.
- 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.

- 1.3. 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.
 - 1.4. 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.
 - 1.5. Continuation of Tenure Probationary Period
 - 1.5.1. At the conclusion of the approved extension, the tenure probationary period automatically resumes according to the guidelines outlined in SAP 12.02.99.T0.01 Procedures for Implementing Tenure.
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Related Statutes, Policies, or Requirements

[System Policy 12.01 Academic Freedom, Responsibility and Tenure](#)

[Tarleton Rule 12.01.01.T1, Implementing Tenure and Promotion](#)

Contact Office

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