

UNDERSTANDING ON PROBATIONARY STATUS
Due to Interruption of Professional Activities for Probationary Faculty

Name of faculty member: _____

University ID: _____

Interruption in service for the period: _____ to _____

Research Leave (**Does not extend probationary period**)

Leave plans and location: _____

Family Leave

Personal Medical Leave

Interruption of Professional Activities without leave

Explanation: _____

Interruption of Professional Activities with leave

Explanation: _____

It is our mutual understanding that this interruption _____ extend your probationary period.
(DOES/DOES NOT)

Employee's (Signature) Date

Department Head's (Signature) Date

Dean of Division Head's (Signature) Date

Vice Provost for Faculty & Academic Affairs (Signature) Date

VPFAA RECERTIFICATION OF TENURE OR LONG-TERM APPOINTMENT DECISION YEAR:

Our records show that at the end of this interruption of professional activities, you will have accrued _____ probationary years and your tenure/long-term appointment will be made by May 1, _____.

Important Note: Adjustments are cumulative with 10 months of leave representing one year off the clock. If the clock is stopped for one semester, that counts for 5 months extension. That has the effect of delaying the tenure/long-term appointment consideration one academic year, since we have a single review process each year. If a faculty member takes an additional semester leave, total of 10 months, the clock adjustment remains at one year, even if the leaves are taken during separate academic years.