

Policies of the University of North Texas Health Science Center	Chapter 6
6.109 Extension of the Probationary Period for Tenure	Faculty Affairs

Policy Statement.

Recognizing the inherent challenges in balancing work and personal time and addressing them appropriately allows UNTHSC to recruit and retain the best scholars, who will contribute to academic excellence at UNTHSC. An extension of the probationary period allows balance between work and life away from work for tenure track faculty members who experience significant personal obligations (e.g. medical, family or other circumstances that interfere with academic work) during the pre-tenure probationary period. An extension of the probationary period must be in accordance with the procedures described herein.

Application of Policy.

This policy applies to all tenure track faculty members.

Definitions.

1. Probationary Period. The probationary period for assistant professors shall not exceed nine (9) years from the academic year of the initial faculty appointment. For non-tenured associate or full professors, the probationary period shall be, at a minimum, one (1) year but normally will not exceed six (6) years from the date of the initial appointment at UNTHSC.
2. Academic Year. An academic year means September 1 to August 31.

Procedures and Responsibilities.

A. Eligibility

1. A tenure-track faculty member, under certain circumstances, may request an extension to their probationary period. Personal circumstances that may justify the extension include, but are not restricted to, disability or illness of the faculty member; status of the faculty member as a principal caregiver of a preschool child; or status of the faculty member as a principal caregiver of a disabled, elderly, or ill member of the family of the faculty member and/or death of a parent, spouse, child or domestic partner. The Family and Medical Leave & Parental Leave policy should be referenced for serious health issues of the faculty member, spouse, parent or child or for the birth or adoption of a child.

Responsible Party: Tenure Track Faculty Member

B. Period of Exclusion

1. A request for extension shall be limited to one academic year. A maximum of two, one-year periods may be excluded from the probationary period.

Responsible Party: Tenure Track Faculty Member

C. Requesting Time Period Exclusions

1. A faculty member should submit a request in writing to the appropriate department chair. It is the responsibility of the faculty member to provide appropriate documentation to adequately demonstrate why the request should be granted. Faculty members should make the request as soon as they believe circumstances warrant approval of the request. A request for exclusion may not be submitted after September 1 of the last academic year of the probationary period.

Responsible Party: Tenure Track Faculty Member

2. Upon receipt of a request to exclude time, the chairperson will submit a written recommendation to the dean, including the reasons for supporting or not supporting the request.

Responsible Party: Chair

3. The dean will review the request and recommendation by the chairperson and make a written recommendation to the Provost and Executive Vice President for Academic Affairs, including the reasons for supporting or not supporting the request.

Responsible Party: Dean

4. The Provost and Executive Vice President for Academic Affairs may approve or disapprove the request.

Responsible Party: Provost and Executive Vice President for Academic Affairs

D. Approvals/Denials

1. The evaluation of the request will be based on the merits of the individual case at each step in the review process. In addition to reviewing the faculty member's request and recommendations of the chair and dean, the provost may review the faculty member's evaluations and progress towards tenure prior to the event leading up to the request for a time exclusion. The final approval of a request for a probationary period time exclusion will be documented in writing by the Provost and include the reason(s) for the exclusion, the period of the exclusion and its effect upon the date for tenure review, and the plan for the faculty member to meet his or her instructional and other

academic responsibilities during the excluded period. A denial will also be documented in writing and include the reason(s) or basis for the denial.

Responsible Party: Provost

2. A faculty member must sign the approved document prior to implementation of the exclusion. The standards and criteria in effect at the time the faculty member's request for exclusion was granted shall be used in reviewing her/him for tenure.

Responsible Party: Tenure Track Faculty Member

E. Appeal of Denial of Request

1. The denial of a request for a time period exclusion may be appealed through regular faculty grievance and appeal procedures.

Responsible Party: Tenure Track Faculty Member

References and Cross-references.

UNTHSC Policy [5.607 Family and Medical Leave and Parental Leave](#)

Forms and Tools.

Approved: October 2011

Effective: October 2011

Revised: