

Policy Recommendation on Extension of Probationary Period
Approved by the Professional Concerns Committee (February 6, 2014)

Background: Policy on extending the tenure-earning probationary period at 24 peer institutions was researched along with guidelines on the matter from AAUP. While each institution has its own guidelines for the extension of the probationary period, our research indicated that many institutions allow for stopping the tenure clock from one to three years for family care (infant or elderly) or medical necessity with the approval of the faculty's Chair, Dean, and the Provost.

After careful consideration of this research, the Professional Concerns Committee approved the proposed addition to the NKU Faculty Handbook.

Proposal to be added under **VII TENURE** in section **G. Time:**

VII TENURE

G. TIME

Normally a faculty member will be considered for grant of tenure during the faculty member's sixth year of probationary appointment, including University-recognized credit for prior service, upon the faculty member's application. A faculty member may request grant of tenure in an earlier year, but only faculty of extraordinary merit may be approved for early grant of tenure. Denial of early tenure is not a basis for non-reappointment

[Proposal to be added:]

A faculty member may be allowed to forego the RPT process for up to two years and extend the probationary period under very limited circumstances with or without taking a full or partial leave of absence by making a formal request to the department chair.

1. Acceptable reasons for extending the probationary period

Acceptable reasons for extending the probationary period include the primary care for a newborn or adopted child, catastrophic illness, or instances for the candidate or extended family that negatively impacts performance. Other exceptional circumstances not mentioned above may be reviewed and awarded a suspension if deemed appropriate by the Provost.

2. Length of time to be granted/possibility for extension

The RPT process may be paused and the probationary period may be extended in one-year increments. The candidate may apply for a one-year extension following the same application process. Whether by extension or by separate applications, the probationary period may be extended for a maximum of two years.

3. Application/Approval process

A formal request in writing must be given to the department chair clearly stating reasons for pausing the RPT process. The application will then proceed to the Dean and to the Provost. If possible, the request should occur substantially prior to the scheduled submission of the tenure application so that due consideration to the request may be given.

4. Effect on the RPT process: Performance review, eligibility of research, etc.

Candidates granted an extension are expected to meet only the criteria stated in University-approved tenure policies and letters of appointment. The candidate will participate in annual review for merit but not for

tenure evaluation. The RPT evaluation following the exemption should consider all work submitted by the candidate.

