



Extension of the Tenure Probationary Period

Faculty who have been working full-time and wish to request an extension to the probationary period for tenure under the conditions outlined in the Faculty Handbook [Section 3.3.5](#) should complete this form and submit it to the appropriate Unit Head (Dean/Chair) who will review the request. All requests must be made within twelve (12) months of the event related to the extension request. Any supporting documentation should be attached to the request. In keeping with the requirements that an untenured assistant professor must be reviewed for promotion and tenure during the sixth year of the probationary period, a request for an extension of that period must be made prior to the beginning of the mandatory review. Requests for extension are not granted automatically and are at the discretion of the President. (See – Board of Regents Policy Manual Sections: [Section 8.3.6](#) Criteria for Promotion and [Section 8.3.7](#) Tenure and Criteria for Tenure.)

Extension Requested for AY:

Last Name, First Name:	Employee ID:
Hire Date:	Contract Type: AY <input type="checkbox"/> FY <input type="checkbox"/>
Job Title:	
College:	
School/Department:	
Date and Description of Circumstances Causing Substantial Impairment:	
Signature of Faculty Requesting Extension:	
Approvals. All requests for extensions to the tenure probationary period must be processed in GT-TRACS and require the approval of the Unit Head (School Chair), Dean, and Faculty Affairs.	
Unit Head:	Date:
Dean:	Date: