

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY RULE**



12.01.99.P1 Granting Extension of Tenure Probationary Period

Approved June 8, 2017

Next Scheduled Review: June 2022

Rule Statement

Prairie View A&M University 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](#).

Official Procedures and Responsibilities

1. CRITERIA FOR REVIEW OF EXTENSION OF TENURE PROBATIONARY REQUEST

- 1.1 Any request for extension of the tenure probationary period must be based on extraordinary circumstances.
 - 1.1.1 For the purposes of this Rule, extraordinary circumstances include: family and medical absences, catastrophic or life threatening illnesses, unforeseeable emergency conditions (i.e., an employee's own serious health condition; the serious health condition of an employee's immediate family member; caring for a newborn or newly-adopted child or foster child; qualifying exigency arising out of an employee's immediate family member who is a covered service member on covered active duty); or circumstances of similar significance which prevent the faculty member from engaging in those professional activities required for tenure. A family member is defined as a child, spouse, parent or legal guardian.
- 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. The department head may require documentation of the circumstances. The department head will review and make a recommendation to the Dean, who will subsequently make a recommendation to the Provost and Senior Vice President for Academic Affairs. 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. Requests that are not made sufficiently in advance must state the reasons why the request for extension was untimely made. The university may consider the timing of the extension as a factor in deciding whether to grant the extension.

2. LENGTH OF EXTENSION

- 2.1 Extensions may be granted for a designated period of time (usually one academic year), and require written concurrence by the faculty member, department head, dean, and the Provost and Senior Vice President for Academic Affairs.

3. CONTINUATION OF TENURE PROBATIONARY PERIOD

- 3.1 Upon expiration of the extension, the deadline for submission of the tenure packet shall apply. In the event that the extension of the probationary period is for less than one year, the dean and the chair shall determine the appropriate deadlines for submission of the tenure packet and communicate such deadlines to the requesting faculty member in writing. In the event that the extension is granted, the burden shall be on the requesting faculty member to obtain information regarding the new deadlines for submission of the tenure packets.
- 3.2 At the conclusion of the approved extension, the tenure probationary period automatically resumes according to the guidelines outlined in University Administrative Procedure (UAP) 12.02.99.P0.01 Institutional Procedures for Implementing Tenure.
- 3.3 In the event that the faculty member's request to extend the probationary period is denied, the deadlines provided in System Policy [12.01](#) and UAP 12.02.99.P0.01 shall apply.

4. TERMINATION OF TENURE PROBATIONARY PERIOD

- 4.1 The university may elect not to renew the employment of any non-tenured faculty member. If the university does not reappoint a faculty member who has returned to probationary service following an extension, written notification will be provided in accordance with the standards in System Policy [12.01](#).

Related Statutes, Policies, Regulations and Rules

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

UAP 12.01.99.P0.01 Academic Freedom, Responsibility and Tenure

UAP 12.02.99.P0.01 Institutional Procedures for Implementing Tenure

Contact Office

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