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 Rule 
12.01.01.P1 Institutional Rules 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 University Rule 
12.01.01.P1 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
University Rule 12.01.01.P1 Institutional Rules for Implementing Tenure

Contact Office