



WKU

POLICY & PROCEDURE DOCUMENT

NUMBER: 1.12401
DIVISION: Academic Affairs
TITLE: Extension of the Probationary Period
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I. Purpose and Scope

Policies extending the probationary period for certain family-care responsibilities are common in academia, including WKU’s benchmark schools. The goal of this policy is to provide additional time for tenure-track faculty members facing such responsibilities to demonstrate fully their professional qualifications for tenure.

II. Policy

Tenure-track faculty members holding a probationary term of appointment may be granted an extension of the maximum probationary period with no resulting change in employment obligations. This extension applies whether or not the faculty member takes a leave of absence for such events.

The maximum probationary period may not be extended more than two times. In addition, a faculty member’s probationary term of appointment may not exceed eight years.

A faculty member who is granted an extension of the tenure clock has the right to request to be considered for tenure and/or promotion prior to the decision year of the probationary period.

III. Procedure

Two types of extensions are covered in this policy. Both types of extensions require written notification to the academic unit head within six calendar months of the qualifying event and prior to the academic year in which the tenure decision would otherwise be made.

1. For the following events, a one-year extension of the maximum probationary period will be granted under the first request for such events, subject to the required notification.

- a. the birth of the faculty member's child;
 - b. adoption of a child by the faculty member; or
 - c. the death of the faculty member's spouse, domestic partner or child.
2. For other relevant events (for example, a serious illness of the faculty member or a close family member, the death of the faculty member's parent, the placement of a foster child with the faculty member), or for a second instance of one of the events in III.1, a one-year extension of the maximum probationary period may be requested. Requests will be reviewed and subject to approval by the dean, after consultation with the ~~Associate Vice President for Academic Affairs~~ **Provost or his/her designee** and taking into consideration the recommendation of the academic unit head. Both the faculty member making the request and the office of Academic Affairs will receive notification of approval or disapproval of the request within 45 days of such request.

IV. Related Policies

V. Reason for Revision

October 2019

Change reflects personnel changes within the Office of the Provost.