

Application Form

EXTENSION OF THE PROBATIONARY PERIOD FOR ASSISTANT PROFESSORS

Requests for an extension must be submitted to the department chair/sectionhead. The request should be made during or in advance of the academic year or semester in which the extension is justified and shall not be made later than the end of the spring semester of the fifth year of full-time probationary service. The request for an extension shall be limited to one academic year. *In exceptional circumstances*, a second academic year of extension may be requested and granted. The maximum duration of extension, whether consecutive or nonconsecutive, shall be two academic years.

Extension of the probationary period is automatic for reasons of childbirth and/or adoption upon notification of the department chair/sectionhead, dean, and the Provost Office (see Section 8 "Extension of the Probationary Period" in http://www.utexas.edu/provost/policies/leave/sick_leave.html).

For personal circumstances unrelated to childbirth and/or adoption, it is the responsibility of the faculty member to provide appropriate documentation to adequately demonstrate why the request should be granted (<http://www.utexas.edu/policies/hoppm/h0311.html>).

Reason for request to extend probationary period:

1 . Child birth _____ Year _____ Semester _____

2 Adoption _____ Year _____ Semester _____

3. Other _____ Please give reasons (attach additional pages if necessary and attach supporting documentation.)

Department: _____

Name (printed): _____

Name (signature): _____

Date: _____