

**Provost & Vice President
for Academic Affairs**
Twamley Hall, Room 302
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Grand Forks, ND 58202-8176
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**Request for a One- Year Tenure-Clock Extension Due to Exceptional or Extenuating
Circumstances**

Name:

Department:

College/School:

Phone/email:

Date of initial appointment:

Required tenure year based on initial appointment*:

*(*your sixth year of service in which a tenure application ordinarily will be required)*

Identify the exceptional circumstances on which the request is based, including:

1. Dates of relevant events compromising the circumstances; and
2. Explanation of how the circumstances substantially impeded your progress towards tenure, including an outline of any specific activity that was impeded in each area of faculty obligation; and
3. Identification of the specific activities toward tenure you expect to accomplish during the one-year period of extension.

This request must include:

- A copy of your updated CV,
- Your original hiring LOU,
- Your most recent faculty contract,
- And your most recent evaluation by your department chair and school/college.

Requests should be made as soon as it becomes clear that extenuating circumstances have substantially impeded progress towards tenure, but must be made no later than August 15 preceding your final probationary year. Above all, absent extraordinary circumstances, you must not wait until the time of a tenure application to make a request for an extension. Please review the New Faculty Handbook, Section I.V.3.C for a full explanation of the process for requesting a one-year extension to the six-year probationary period.

I understand the conditions associated with the granting of my request for an extension of my probationary period and accept the one-year extension as an arrangement which does not render an automatic granting of tenure. I also understand that, should an extension of my probationary period be granted, my ability to apply for promotion to associate professor will also be extended to be in line with my application for tenure.

Signature

Date

Approved

Disapproved

Department Chair recommendation with explanation:

Department Chair signature

Date

Approved

Disapproved

Dean recommendation with explanation:

Dean signature

Date

- Approved
- Disapproved

Provost determination with explanation:

Provost signature

Date