

**IOWA STATE UNIVERSITY**  
**Extension of the Probationary Period for Tenure-Eligible Faculty**

Ordinarily the probationary period will provide sufficient time for the faculty member to demonstrate his or her qualifications for tenure. On occasion, however, special circumstances may occur that interfere significantly with the faculty member's opportunity to develop the qualifications necessary for tenure in the time allowed. It is the intent of this policy to describe legitimate circumstances in which a faculty member might be granted an extension of the probationary period.

A faculty member may request an extension of the probationary period based upon such circumstances. The request for an extension should be submitted in writing to the department chair, the dean of the college, and the provost as soon as possible but no later than April 1 before the academic year in which the third-year review or tenure review is scheduled to be conducted. Requests should clearly explain the reasons for granting an extension of the probationary period and will be acted upon promptly.

If the faculty member requests an extension, the faculty member must acknowledge that tenure cannot be claimed on the basis that the total length of employment has by then extended beyond seven years. A faculty member may be granted only two one-year extensions during the probationary period.

Scholarship accomplished by a tenure-track faculty member during an extension period shall be counted as part of a candidate's record. Standards regarding what constitutes a record deserving of tenure shall not be raised to adjust for any granted extension.

**I. Extending the Probationary Period for the Birth of a Child or the Adoption of a Child under the Age of Five.**

- A. A faculty member who serves as the primary or coequal caregiver will be granted, upon request, a one-year extension of the probationary period if the faculty member becomes a parent during the first three years of probationary service or within two years prior to appointment at the University. The request should be made by April 1 before the academic year in which the third-year review is scheduled to be conducted. If the faculty member has not previously had more than one extension, a request for extension based upon the arrival of a child will be granted. The request must be submitted in writing to the department chair, the dean of the college, and the provost.
- B. A faculty member who serves as the primary or coequal caregiver will be granted, upon request, a one-year extension of the probationary period if the faculty member becomes a parent after the third-year review. The request should be made by April 1 before the academic year in which the tenure review is to be conducted. If the faculty member has not previously had more than one extension, a request for extension based upon the arrival of a child will be granted. The request must be submitted in writing to the department chair, the dean of the college, and the provost.

- C. Requests for an extension based upon becoming a parent should be made within two years of the arrival of a child. The faculty member will be granted an extension, upon request, even if he or she does not take family leave for the arrival of the child.

## **II. Extending the Probationary Period for Significant Responsibilities Related to Elder, Spousal or Partner, or Dependent Care.**

- A. Elder or dependent care may be the care of a spouse, domestic partner, mother, father, sister, brother, daughter, son, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law, grandchild-in-law, or corresponding relatives of the employee's partner, other persons for whom the employee is legally responsible, and anyone who stood in loco parentis to the employee as a child. Such circumstances are those in which the dependent person is in need of special medical or living assistance.
- B. A faculty member may request an extension of the probationary period when the tenure-track faculty member has significant responsibilities with respect to elder, spousal or partner, or dependent care obligations when those circumstances significantly impede progress of the faculty member toward achieving tenure. To be approved, the request must be made by April 1 before the academic year in which the third-year review or the tenure review is scheduled to be conducted. The request must be approved by the department chair, the dean of the college, and the provost.
- C. Requests for an extension based upon elder or dependent care should be made within two years of the onset of any condition requiring care, or within two years of the faculty member's becoming responsible for care. The request should contain documentation of any medical or other condition that requires special assistance from the faculty member together with a discussion of the need for that faculty member to provide assistance. The documentation will be maintained in a confidential manner.

## **III. Extension of the Probationary Period for Medical Condition of the Faculty Member.**

- A. For appropriate medical reasons, a faculty member may request an extension of the probationary period prior to April 1 before the academic year in which the third-year review or tenure review is scheduled to be conducted.
- B. To be approved, the request must be endorsed by the department chair, by the dean of the college, and by the provost.
- C. Requests for an extension based upon medical condition should be based upon a medical condition arising or reappearing after accepting a position. The request should contain medical documentation of the illness or disability and a description of the effect upon the faculty member's work. The documentation will be maintained in a confidential manner.

#### **IV. Extension of the Probationary Period for Other Reasons.**

- A. A faculty member may request an extension of the probationary period because of a major shift in the departmental mission or in the faculty member's position responsibility statement. When exceptional circumstances require a major shift in criteria for the awarding of tenure, a department may request an extension of the probationary period for a faculty member who would not otherwise have adequate opportunity to qualify under the new criteria but who has demonstrated the potential to do so. To be approved, the request and statement of justification must be submitted by April 1 before the academic year in which the third-year review or the tenure review is scheduled to be conducted. The request must be approved by the department chair, the dean of the college, and the provost.
  
- B. A faculty member who requests a leave of absence from Iowa State University during the probationary period may, in appropriate circumstances, also request an extension of the probationary period for the length of the leave of absence. To be approved, the request and justification must be submitted by April 1 before the academic year in which the third-year review or the tenure review is scheduled to be conducted. The request must be approved by the department chair, the dean of the college, and the provost.