

12.01.99.K1 **Extension of the Tenure Probation Period**



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Rule Statement

Texas A&M University-Kingsville may authorize an extension of the tenure probationary period due to extraordinary circumstances.

Reason for Rule

This rule provides guidelines and requirements for faculty members seeking to extend their tenure probationary period. This rule is required by System Policy *12.01, Academic Freedom, Responsibility and Tenure*.

Procedures and Responsibilities

1. CRITERIA FOR EXTENSION OF TENURE PROBATIONARY PERIOD

- 1.1 A tenure track faculty member who determines that extraordinary circumstances may impede his or her progress towards tenure may submit a written request for extension of the probationary period.
- 1.2 The request for extension must state the details of the extraordinary circumstances. For the purposes of this rule, “extraordinary circumstances” shall include a catastrophic or life threatening illness, an unforeseeable emergency, the acceptance, at the request of the university, of a time-consuming major administrative task, or circumstance of similar magnitude which would seriously impede progress toward demonstrating qualification for tenure. The university shall have sole discretion to determine what circumstances rise to the level of “extraordinary circumstances.”
- 1.3 Any request for extension must be submitted in advance of the deadline for submission of the application for tenure.
- 1.4 The faculty member must provide appropriate documentation to demonstrate why the request for extension should be granted. The request detailing the nature of the

extraordinary circumstances should be submitted to his/her department chair. The chair will consider the request, recommend for or against approval, then forward the request to the dean. The dean will consider the request, recommend for or against approval, then forward the request to the provost. The chair, dean, or provost may ask for additional information during the decision-making process. The provost or designee makes the final decision to approve or disapprove the request.

2. LENGTH OF EXTENSION

- 2.1 Extensions, if granted, are for a specified period of time, usually one academic year.
- 2.2 The length of the extension must be approved in writing by the provost or designee.

3. RESUMPTION OF PROBATIONARY PERIOD

- 3.1 If the faculty member's request to extend the probationary period is denied, the procedures and guidelines in System Policy *12.0* and University Procedure *12.02.99.K0.01* shall apply.
- 3.2 If the faculty member's request to extend the probationary period is approved, the procedures and guidelines in System Policy *12.01* and University Procedure *12.02.99.K0.01* shall apply upon expiration of the extension.
- 3.3 If the extension of the probationary period is less than one year, the dean and chair shall determine the appropriate deadlines for submission of the tenure packet and communicate in writing such deadlines to the faculty member.

Related Statutes, Policies, or Procedures

[System Policy 12.01, Academic Freedom, Responsibility and Tenure](#)

[University Procedure 12.02.99.K0.01, Procedures for Implementing Tenure](#)

Contact Office

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