**Extension of the Post-Tenure Review Period**

A faculty member may request a one-year extension of the five-year Post-Tenure Review period in situations that are qualifying events under the Family and Medical Leave Act, but which do not necessarily result in the faculty member taking a formal leave of absence. Examples of such events include an extended illness, disability, childbirth, adoption of a child, death of an immediate family member, or extended care of an ill child or immediate family member. Extensions of the review term will be limited to no more than a total of two years.

A faculty member should apply for an extension as soon as it becomes clear that an extenuating circumstance has substantially impeded (or will impede) progress toward a successful Post-Tenure Review in specific ways. Such requests normally shall be made within three months of the extenuating event. Requests for an extension should not be made prematurely on the basis of speculation about how a coming event might affect progress toward a successful Post-Tenure Review.

Procedures: Requests for extensions of time shall be reviewed and approved by the Dean before submission to the Provost for final consideration. The following written information will be provided by the faculty member:

1. date of appointment;

2. year in which the faculty member is due for post-tenure review

3. reason for requesting an extension;

4. date of the qualifying event(s);

5. explanation of how the event(s) substantially burdened (or will burden) progress to a successful Post-Tenure Review;

6. outline of the specific work for which progress has been (or will be) hampered;

7. copy of the vita.

In addition, all requests must include a letter of support from the faculty member’s immediate supervisor and Dean.