

## UNDERSTANDING ON PROBATIONARY STATUS

### Due to Interruption of Professional Activities for Probationary Faculty

Name of faculty member: \_\_\_\_\_

University ID: \_\_\_\_\_

Interruption in service for the period: \_\_\_\_\_ to \_\_\_\_\_

Research Leave (**Does not extend probationary period**)

Leave plans and location: \_\_\_\_\_

Family Leave

Personal Medical Leave

Interruption of Professional Activities without leave

Explanation: \_\_\_\_\_

Interruption of Professional Activities with leave

Explanation: \_\_\_\_\_

It is our mutual understanding that this interruption \_\_\_\_\_ extend your probationary period.  
(DOES/DOES NOT)

\_\_\_\_\_  
EMPLOYEE'S (SIGNATURE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD'S (SIGNATURE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEAN OF DIVISION HEAD'S (SIGNATURE)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
VICE PROVOST FOR FACULTY & ACADEMIC AFFAIRS (SIGNATURE)

\_\_\_\_\_  
DATE

### VPFAA RECERTIFICATION OF TENURE OR LONG-TERM APPOINTMENT DECISION YEAR:

Our records show that at the end of this interruption of professional activities, you will have accrued \_\_\_\_ probationary years and your tenure/long-term appointment will be made by May 1, \_\_\_\_\_.

**IMPORTANT NOTE:** Adjustments are cumulative with 10 months of leave representing one year off the clock. If the clock is stopped for one semester, that counts for 5 months extension. That has the effect of delaying the tenure/long-term appointment consideration one academic year, since we have a single review process each year. If a faculty member takes an additional semester leave, total of 10 months, the clock adjustment remains at one year, even if the leaves are taken during separate academic years.