

LOUISIANA TECH UNIVERSITY  
OFFICE OF ACADEMIC AFFAIRS

REQUEST FOR EXTENSION OF PROBATIONARY PERIOD

*Except in extenuating circumstances, the "Request for Extension" form must be submitted within 90 days of the relevant event and prior to the deadline for submission of a tenure dossier.*

Name \_\_\_\_\_ CWID \_\_\_\_\_

College \_\_\_\_\_ School/Department \_\_\_\_\_

Dates of your initial probationary period \_\_\_\_\_

Details of any previously approved changes in your probationary period \_\_\_\_\_

Date of revised penultimate year \_\_\_\_\_

*Please check the appropriate box below and attach documentation of the relevant event or circumstances. In the case of a **Discretionary Extension**, a statement outlining the reasons for your request must also be attached. Faculty desiring to appeal a denial of a **Discretionary Extension** should follow the normal Grievance procedures outlined in Policy #1413.*

**Routine Extension**

A tenure-track faculty member is eligible for - a one-year extension of the probationary period for the birth or adoption of a child, or the death of a spouse or child.

**Discretionary Extension**

A tenure-track faculty member may request a one-year extension of the probationary period for extraordinary circumstances beyond his or her control that would not fall under the **Routine Extension** category and that could significantly impede progress toward tenure.

**SIGNATURES**

*Please attach additional comments/documentation as necessary. In the case of a denial, the Unit Head and Dean must include a written justification. Decision notification to faculty must be completed within 30 days of receipt of extension request.*

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Head (Dept/School)

\_\_\_\_\_  
Date

Approve  Deny

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

Approve  Deny

\_\_\_\_\_  
Vice President of Academic Affairs

\_\_\_\_\_  
Date

Approve  Deny

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

Approve  Deny