



## Memorandum

**To:** Probationary Faculty

**Date:** May 24, 2021

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**Subject:** COVID-19 Tenure Extension Option

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Knowing that the COVID-19 pandemic continues to impact faculty's teaching and professional development plans, the University and the CFA have agreed to provide probationary faculty an opportunity to extend their tenure clocks for one year due to the COVID-19 pandemic.

This option is available to all probationary faculty who (1) have not already extended their probationary period due to COVID-19, and (2) do not receive a negative retention decision for the 2021-2022 or 2022-2023 Academic Year.

All probationary faculty who meet the eligibility conditions described above may choose to extend their probationary period. To exercise this option, a faculty member must complete the required [request form](#) and submit it no later than **October 1** in the year in which the extension will be taken (either 2021-2022 or 2022-2023).

An extension will have the following impact on probationary evaluations:

- In the extension year, the faculty member will undergo a periodic review.
- In the year following the COVID-19 extension, the faculty member shall resume their normative evaluations schedule.
- In the year following the COVID-19 extension, the faculty member shall be considered to be in the same retention year as the year in which the extension was granted.

The following conditions apply:

- The probationary period will be extended by only one (1) year beyond the normal probationary period of six (6) years of full-time probationary service inclusive of any credited service. Only one such COVID-related extension will be granted, so faculty who took an extension in AY 2020-2021 are not eligible for an additional COVID-related extension.
- The extension of the probationary period does not guarantee retention during and/or up to the conclusion of the newly established probationary period nor does the extension guarantee tenure.
- A faculty member may revoke their decision to extend their probationary period due to COVID-19 as long as they do so by **October 1** in the year they wish to resume their original probationary period calendar.