

## Proposed Revision of Faculty Handbook:

### 5.2.1.4 Extension of the Probationary Period

#### Rationale for proposed changes:

- The proposed revision arises from current lack of clarity with regard to what type of medical document is needed in support of a request for an extension of the probationary period. By formally involving UHR in the process of collecting and maintaining the medical documentation we are able to ensure the appropriate level of confidentiality of medical information.
- The proposed changes also clarify the timing of a request submitted during the initial probationary contract and prior to the preliminary review.
- In conjunction with this revision, we are developing a standard extension “request” template that should eliminate confusion by faculty seeking to submit their request. The template will also guide the department to communicate the request promptly to both the college and UHR so that there is timely processing of any FMLA request and/or new letter of intent.

#### 5.2.1.4 Extension of the Probationary Period

Ordinarily the probationary period will provide sufficient time for the faculty member to demonstrate his or her qualifications for tenure. On occasion, however, special circumstances may occur that interfere significantly with the faculty member's opportunity to develop the qualifications necessary for tenure in the time allowed. It is the intent of this policy to describe legitimate circumstances in which a faculty member might be granted an extension of the probationary period.

A faculty member may request an extension of the probationary period based upon such circumstances. The request for an extension should be submitted in writing to the department chair, dean of the college, and [senior vice president and provost](#) as soon as possible but no later than April 1 ~~prior to before~~ the academic year in which the third-year review or tenure review is scheduled to be conducted. Requests should clearly explain the reasons for granting an extension of the probationary period and will be acted upon promptly. Requests for extension due to the birth of a child, ~~or the~~ adoption [or the foster care placement](#) of a child ~~under age five~~ will be submitted to and approved by the chair, dean of the college, and senior vice president and provost. The chair, dean of the college, and senior vice president and provost must approve requests based on other circumstances.

If the faculty member requests an extension, the faculty member must acknowledge that tenure cannot be claimed on the basis that the total length of employment has by then extended beyond seven years. A faculty member may be granted only two one-year extensions during the probationary period.

Scholarship accomplished by a tenure-track faculty member during an extension period shall be counted as part of a candidate's record. Standards regarding what constitutes a record deserving of tenure shall not be raised to adjust for any granted extension.

*Section 5.2.1.4 was approved by the Faculty Senate on March 26, 2002 and by the administration on April 29, 2002.*

#### **5.2.1.4.1 Extending the Probationary Period for the Birth of a Child, Adoption or the Adoption Foster Care Placement of a Child ~~under the Age of Five~~**

A faculty member who serves as the primary or coequal caregiver will be granted, upon request, a one-year extension of the probationary period if the faculty member becomes a parent any time during the probationary period during the first three years of probationary service or within two years prior to appointment at the University. If the faculty member has not previously had more than one extension, a request for extension based upon the arrival of a child will be granted.

~~A faculty member who serves as the primary or coequal caregiver will be granted, upon request, a one-year extension of the probationary period if the faculty member becomes a parent after the third-year review. If the faculty member has not previously had more than one extension, a request for extension based upon the arrival of a child will be granted.~~

Requests for an extension based upon becoming a parent should be made within two years of the arrival of a child. The faculty member will be granted an extension, upon request, even if he or she does not take leave for the arrival of the child.

#### **5.2.1.4.2 Extending the Probationary Period for Significant Responsibilities Related to Elder, Spousal or Partner, or Dependent Care**

Elder or dependent care may be the care of a spouse, domestic partner, mother, father, sister, brother, daughter, son, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law, grandchild-in-law, or corresponding relatives of the employee's partner, other persons for whom the employee is legally responsible, and anyone who stood in loco parentis to the employee as a child. Such circumstances are those in which the dependent person is in need of special medical or living assistance.

A faculty member may request an extension of the probationary period when the tenure-track faculty member has significant responsibilities with respect to elder, spousal or partner, or dependent care obligations when those circumstances significantly impede progress of the faculty member toward achieving tenure.

Requests for an extension based upon elder or dependent care should be made within two years of the onset of any condition requiring care, or within two years of the faculty member's becoming responsible for care. The request must be supported by sufficient medical documentation that includes should contain documentation of any medical or other condition that requires special assistance from the faculty member together with a discussion of the need for that faculty member to provide assistance. This supporting medical documentation shall will be submitted to and maintained confidentially by University Human Resources. Upon UHR's confirmation that the medical documentation is consistent with the request, the senior vice president and provost will evaluate the request for final determination. and will confirm with UHR that it has received proper document to support the request.

#### **5.2.1.4.3 Extension of the Probationary Period for Medical Condition of the Faculty Member**

A faculty member may request an extension of the probationary period for appropriate medical reasons. Requests for an extension based upon medical condition should be based upon a medical condition arising or reappearing after accepting a position. The request must be supported by sufficient medical documentation that indicates the effect of the medical condition upon the faculty member's work. This supporting medical documentation shall will be submitted to and maintained confidentially by University Human Resources. Upon UHR's confirmation that the medical documentation is consistent with the request, the senior vice president and provost will evaluate the request for final determination. and will confirm with UHR that it has received proper document to support the request.

The request should contain medical documentation of the illness or disability and a description of the effect upon the faculty member's work. The documentation will be maintained in a confidential manner.

#### **5.2.1.4.4 Extension of the Probationary Period for Other Reasons**

A faculty member may request an extension of the probationary period because of a major shift in the departmental mission or in the faculty member's position responsibility statement. When exceptional circumstances require a major shift in criteria for the awarding of tenure, a department may request an extension of the probationary period for a faculty member who would not otherwise have adequate opportunity to qualify under the new criteria but who has demonstrated the potential to do so.

A faculty member who requests a leave of absence from Iowa State University during the probationary period may, in appropriate circumstances, also request an extension of the probationary period for the length of the leave of absence.

#### **5.2.1.4.5 Extension of the Probationary Period for Faculty on Part-time Appointment**

For faculty members on part-time appointment, extension of the tenure-clock will not be permitted to take faculty past eleven years of service, with mandatory tenure review no later than year ten.