

EXTEND PROBATIONARY PERIOD REQUEST

Tenure Track Faculty Only

Can only be used in conjunction with a Leave of Absence (LOA)

TO BE COMPLETED BY FACULTY			
Name:		Current Probationary Year:	
Dept. Name:			
Start of Leave:	Fall	Spring	Other:
Leave of Absence (LOA) without pay of <u>one or more years</u>: <i>(CBA 13.7) Choose One</i>			
<input type="checkbox"/>	One (1) year extension of LOA due to pregnancy/birth or adoption.		
<input type="checkbox"/>	Extension for the duration of leave, due to <i>Personal</i> LOA, without pay, pursuant to CBA provision 22.8.		
<input type="checkbox"/>	One (1) year extension due to <i>Professional</i> LOA, without pay, for up to two (2) or more academic years.		
Leave of Absence (LOA) of <u>less than one year</u>: <i>(CBA 13.8) Choose One</i>			
<input type="checkbox"/>	One (1) year extension due to <i>Personal</i> LOA, without pay, pursuant to CBA provision 22.8		
<input type="checkbox"/>	One (1) year extension due to <i>Professional</i> LOA, without pay, pursuant to CBA provision 22.24		
Additional information about purpose of extension of probationary year: <i>(Attach additional pages if needed)</i>			
Faculty Signature:			Date:

TO BE COMPLETED BY DEPARTMENT CHAIR			
Recommend Approval	Yes	No	
Comments:			
Department Chair Signature:			Date:

TO BE COMPLETED BY DEAN			
Recommend Approval	Yes	No	
Comments:			
Dean Signature:			Date:

FACULTY AFFAIRS USE ONLY			
<i>cc: Personnel Action File</i>			
Approved	Yes	No	
Comments:			
Provost and Executive Vice President for Academic Affairs Signature:			Date:

INFORMATION ABOUT THE USE OF THIS FORM

Pursuant to Article 13.7 and 13.8 of the Collective Bargaining Unit Agreement (CBA)

INSTRUCTIONS

Submit request for probationary period extension in accordance with Articles 13.7 & 13.8 of the Collective Bargaining Agreement.

COMPLETE FIELDS AS FOLLOWS

Name	Employee name as it appears in PeopleSoft or on the employee's Social Security Card.
Current Probationary Year	Current year of probation.
Department	Name of Department as it is written in PeopleSoft
Start of Leave	When you would like your probationary period extension to start. Choose: Fall, Spring or Other. Fill in the date.
LOA w/out pay 1+ years (Choose one)	One (1) year extension of LOA due to pregnancy/birth or adoption.
	Extension for the duration of leave, due to <i>Personal</i> LOA, without pay, pursuant to CBA provision 22.8.
LOA w/out pay > 1 years (Choose one)	One (1) year extension due to <i>Professional</i> LOA, without pay, for up to two (2) or more academic years.
	One (1) year extension due to <i>Personal</i> LOA, without pay, pursuant to CBA provision 22.8
	One (1) year extension due to <i>Professional</i> LOA, without pay, pursuant to CBA provision 22.24

QUESTIONS/CONTACT

If you have any questions about completing this form, please call Faculty Affairs at 664-2192 (CRS 877-735-2929 TTY)