

## CAS Instructions/Information Regarding COVID-19 Extension to Probationary Period

The revised & adapted text of the email below, originally sent by Vice Provost Zomchick to all UTK tenure-track faculty on April 9, 2020, will serve as the College of Arts & Sciences' instructions for requesting, and information concerning, the COVID-19 tenure-clock extension.

The College strongly encourages ALL tenure-track faculty to request this extension (the benefits are enumerated below). All Covid-19 Tenure-Clock Extension Requests should be sent by email to Marla Roberts (mrober56@utk.edu).

---

Our Board of Trustees passed a resolution that offers all tenure-track faculty the opportunity to extend their probationary periods by up to two years because of the disruption caused by the novel corona virus.

This e-mail gives information on extending your probationary period.

### **GENERAL INFORMATION**

1. You have the option to take an extension of your probationary period, but you aren't required to request an extension.
2. You do not have to provide any supporting reasons for your request unless you request a two-year extension. If you believe that you should have a two-year extension, provide to your department head/school director a full justification. Your department head/school director will then have to provide their signed endorsement to the College.
3. Board policy limits the number of extensions to two. If you believe that you will exceed that limit by requesting a COVID-19 extension, contact your department head or dean as soon as possible.
4. Our policies distinguish between extensions (a year added to your tenure clock) and suspensions (tenure clock is stopped for a year). There is no Board mandated limit to suspensions. If you have had a suspension, for example, under our Faculty and Family Care Policy, you are still eligible for up to two extensions.
5. If you take an extension and find that you didn't need it, you will not be penalized for taking the extension and your application for tenure will not be considered "early."

### **IF YOU ARE SCHEDULED TO APPLY FOR TENURE IN THE COMING ACADEMIC YEAR (2020-21)**

1. The College of Arts & Sciences' deadline is 1 June 2020, for you to inform us whether you wish to undergo the tenure and promotion review as originally scheduled, during the 2020-21 academic year. The deadline for you to inform us of your intentions is earlier than the deadline established by the Board (December 31, 2020), so that your department / school will have enough time to acquire external letters for your dossier.
2. If you decide to apply for tenure as originally scheduled, you may change your mind and request an extension up to December 31, 2020.
3. If you start the tenure process—e.g., submit your dossier and undergo departmental review—you may withdraw from the process, request an extension up to December 31, 2020, and re-apply for tenure in the following academic year (2021-22).

### **IF YOU ARE SCHEDULED TO APPLY FOR TENURE IN THE ACADEMIC YEARS 2021-22 AND FOLLOWING**

1. You have until December 31, 2020 to request an extension.
2. If you request an extension and decide that you don't need it, your application will not be considered early as long as you are in the sixth year of your appointment during the tenure process.

### **PROCESS FOR REQUESTING AN EXTENSION**

1. Complete and digitally-sign the fillable pdf form accompanying these instructions on the CAS website. Save the completed file, and email it to your department head/school director for their digital signature. Your supervisor will then transmit the request to the College (and your endorsed justification if you are requesting a 2-year extension). All Covid-19 Tenure-Clock Extension Requests should be sent by email to Marla Roberts (mrober56@utk.edu).
2. The Provost's Office has asked the College to send up a list of all those requesting extensions by 1 August 2020, so they can begin to generate the official approval letters. The College understands that decisions can and will continue to be made throughout the Fall semester, and we encourage all tenure-track faculty to discuss their options with their department head/school director during their APPR meeting.