Santa Clara University
Office of the Provost

TENURE CLOCK EXTENSION FORM

Name_____

Department_____**College/School**_____

Tenure track appointment date_____

Have you had a previously approved tenure clock extension? If yes, when was it approved?

_____

Please check the appropriate box below and attach documentation of the relevant event or circumstances. In the case of a Requested Extension, please also attach a statement outlining the reasons for your request. For more information, see the Faculty Handbook 3.4.1.1 at https://www.scu.edu/provost/faculty-affairs/faculty-handbook/

□ **Automatic Extension**
A tenure-track faculty member is eligible for an automatic one-year extension of the probationary period for the birth or adoption of a child, or the death of a spouse, domestic partner, or child.

□ **Requested Extension**
A tenure-track faculty member may request a one-year extension of the probationary period for his or her serious health condition; for a serious health condition of her or his child, spouse, domestic partner, or parent; or for other extraordinary circumstances beyond her or his control that could significantly impede progress toward tenure.

If you have <u>not</u> yet had a Mid-Probationary Review (MPR), would you like to extend your MPR date by one year if this tenure clock extension is approved? (Please note that if you choose to extend your MPR, you will still have the option to go up for MPR at your current date, after alerting your dean and the Provost.)

□ **Yes, I would like to extend my MPR date by one year.**

□ **No, I want to keep my current MPR date.**

SIGNATURES
Please attach additional comments as necessary. In the case of a denial, the department chair AND dean must include a written justification.

_____	_____
Faculty Member	Date
_____	_____ □ Approve □ Deny*
Department Chair	Date
_____	_____ □ Approve □ Deny*
Dean	Date
_____	_____ □ Approve □ Deny*
Provost	Date

*Approval is automatic in cases of childbirth or adoption, or the death of a spouse, domestic partner, or child.