

Request for Extension of the Tenure Earning Period

An extension of the tenure earning period may be approved on a discretionary basis for extenuating non-professional circumstances that have had a significant impact on the faculty member's productivity, such as the arrival or care of a child, the care of a family member or member of the immediate household, or personal circumstances related to the health of the faculty member.

Tenure period extensions are granted in one-year increments. A cumulative total of two years is normally the maximum probationary period extension. Requests should be made within a year of the qualifying event or extenuating circumstances, and prior to the department deadline for submission of the promotion/tenure application. Approval by the department chair, dean and provost is required. For additional information, see section 2.15.5 of the UAB Faculty Handbook.

NAME: _____ **FACULTY ID#:** _____

FACULTY RANK: _____ **SCHOOL/UNIT:** _____

DEPARTMENT: _____ **DIVISION:** _____

EMAIL ADDRESS: _____ **CAMPUS TELEPHONE:** _____

CURRENT MANDATORY REVIEW YEAR: _____

IF A PREVIOUS EXTENSION HAS BEEN GRANTED, INDICATE THE DATE: _____

REASON(S) FOR REQUEST:

If the reason for the request requires documentation of a medical condition, please submit documentation to:

Employee Health (include a copy of this request):
 SW123
 Spain Wallace Building
 620 19th Street South, Birmingham, AL 35249
 Confidential Fax: (205) 975-6900
employeehealth@uabmc.edu

Signatures	Date
Faculty Member:	
Approved – Department Chair:	
Approved – Dean:	
Approved – Provost:	

Distribution: Final approver will send original form back to Faculty Affairs Office for distribution.