

**Probationary Period Extension Due to Extenuating Circumstances
Tenure-Track Faculty Request Form**

As per Section II.G.2.a(4) of the Faculty Employment Handbook, tenure-track faculty may apply for a one-year extension of the probationary period due to extenuating circumstances. To be eligible, faculty member must demonstrate they have made appropriate, demonstrable progress toward attaining indefinite tenure. There is no automatic right to this rollback and the final decision will be made at the provost's discretion.

Tenure-track faculty who wish to request a tenure rollback should make the request through the submission of this Probationary Period Extension Due to Leave Request for Tenure-Track Faculty Form. The request should be endorsed by the executive officer (department chair or director) of the academic unit in which the faculty member resides and subsequently by the appropriate college/school dean prior to being submitted to the provost for approval. The faculty member must submit an updated CV as part of this request.

Faculty members currently in the fifth year (T5) of tenure probation must complete the request for rollback by **August 20**. If approved by all parties, the Office of Faculty Affairs will make the necessary changes to the faculty member's tenure record.

Faculty Name: _____ Tenure-Track Year (ex. T5): _____

Department: _____ College/School: _____

Rationale for tenure rollback request:

Chair Name: _____ Chair Decision: Approve

Chair Signature: _____ Do Not Approve

Chair Comments (optional):

Dean Name: _____ Dean Decision: Approve

Dean Signature: _____ Do Not Approve

Dean Comments (optional):

Provost Decision: Approve Do Not Approve

Provost Signature: _____

Provost Comments (optional):

Faculty member is responsible for securing chair and dean approvals and signatures. Once completed, please send form and CV to sjay@msudenver.edu to move on to provost.