

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

As per Section II.H.1.g of the Faculty Employment Handbook, a tenure-track faculty member on leave for one or more semesters in an academic year can choose whether to have that academic year counted toward eligibility for tenure. Within 30 days of the beginning of the semester following the conclusion of the leave, the faculty member shall submit a written statement using this form to the Department Chair and Dean indicating whether they want that academic year to count toward such eligibility. The Dean shall forward that statement to the Provost or Provost's designee.

The faculty member must submit an updated CV as part of this request.

Faculty Name:

Tenure-Track Year (ex. T5):

Department:

College/School:

Chair Name:

Chair Signature:

Chair Comments (optional):

Dean Name:

Dean Signature:

Dean Comments (optional):

Provost Signature:

Provost Comments (optional):

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