

SPECIAL TENURE CODE PROVISION FOR APPOINTMENTS BEGINNING AFTER THE EIGHTH WEEK OF THE ACADEMIC YEAR

OFFICE OF THE PROVOST
COMMUNICATION No. 14

Overview

The University's *Statutes*, Article X, Section 1.b.(1), provide that, "An initial appointment that begins after the eighth week of the academic year ordinarily does not count toward the probationary period of a faculty member on definite tenure nor does it ordinarily count as service in establishing eligibility for a sabbatical leave with pay, unless recommended and agreed upon in advance." This policy elaborates the circumstances encompassed by the language "ordinarily does not count toward the probationary period."

Policy

Within limits, a tenure-track faculty member who provides service to the University of Illinois for less than a full appointment year (that is, when the initial appointment begins after the eighth week of the academic year) may determine whether he or she wishes to have that year count toward the completion of the probationary period. However, if an individual is substantially in residence (for example, able to participate in the teaching program) in the fall semester, the year will count toward the probationary period. The rule of thumb is that the year will count if the appointment begins before the opening of the ninth week of the semester. If unusual circumstances apply, in the case of an appointee who begins after August 16, but before the ninth week, the unit executive officer may appeal on behalf of the faculty member, through the administrative reporting chain for a delay in the start of the tenure clock until the next August 16. The Provost will make the final decision in such cases.

An appointment year is defined as:

- a. twelve months, including an allowable vacation; or
- b. the academic year, which consists of two semesters; or
- c. any other appointment of at least nine months.

It is very important for a faculty member to understand the implications of counting or not counting an initial year in which he or she provides less than a full year's service toward completion of the probationary period, since the decision will affect the timing of promotion and tenure review. The department is responsible for encouraging understanding of these implications. The appointee's choice, if approved, cannot thereafter be reversed.

Calendar of Events

The request to have the year count or not count toward the probationary period must be made at the time of the initial appointment on the tenure track.

Procedure

The request to have the year count or not count should be made in writing to the department head, chairperson, or unit executive officer, as the case may be. The faculty member should be supplied with a copy of this policy and must complete and sign the attached *Service Toward Completion of the Probationary Period* and submit it to the unit executive officer for approval. The completed form must accompany the original appointment transaction. The transaction is initiated in the department, submitted for endorsement through appropriate administrative routing then forwarded to Academic Human Resources.

Assistance

Questions concerning this policy should be directed to the Office of Academic Human Resources (333-6747).

Attachment

Service Toward Completion of the Probationary Period

SERVICE TOWARD COMPLETION OF THE PROBATIONARY PERIOD

(Special Tenure Code Provision for Appointments Beginning
After the Eighth Week of the Academic Year)

I certify that I have read the policy on holding the beginning of the tenure clock when the initial appointment begins after the eighth week of the academic year. I understand that I have the option of counting or not counting a year toward the completion of my probationary period for the partial year's service I will provide the University during my initial appointment, if approved. I understand how my decision, indicated below, will affect the timing of my promotion and tenure review.

___ Yes, I **do** want the year to count toward the completion of my probationary period.

___ No, I **do not** want the year to count toward the completion of my probationary period.

Name (Printed) _____ Title _____

Name (Signed) _____ Date _____

Concurrence of Department Head / Unit Executive Officer:

Name (Printed) _____

Name (Signed) _____ Date _____

This form must accompany the appointment transaction. The transaction is initiated in the department, approved by the college, and then forwarded to Academic Human Resources.