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.