Request for an Extension of the Probationary Period Process

CRR 310.025 allows for the extension of the probationary period for one year if a faculty member encounters circumstances that substantially interrupt their progress towards tenure. Faculty members considering this option are strongly encouraged to consult with their department chair before proceeding with their request.

If a faculty member decides to pursue this option, please follow the steps outlined below:

1. Compose a formal written request addressed to the Chancellor outlining the circumstances that have significantly affected the faculty member’s ability to make progress toward tenure.

2. Complete the Department Template found on the Provost's website [https://provost.mst.edu/facultytopics/faculty/promotiontenure/] as a cover sheet and route the request for approval and signatures of the Department Chair and the Vice Provost and Dean of the faculty member’s College.

3. If the Chair or Dean does not recommend the extension of the probationary period, he or she should write a letter explaining the reason(s) for non-approval. *No additional letter of support is required if the Chair and Dean support the request.*

4. The faculty member’s written request and signed cover sheet are forwarded to the Provost’s Office.

5. The Provost indicates his or her recommendation and forwards to the Chancellor’s Office.

6. The Chancellor makes the final decision and notifies the UM System.

7. The Provost’s Office notifies the faculty member, department chair, and College Vice Provost and Dean of the decision.