

## Extensions to the Probationary Period for Tenure-Track Faculty Affected by COVID

- Tenure track faculty who feel that their progress has been affected by COVID-19 can apply for a one-year extension to their probationary tenure period under [CRR 310.025](#). Tenure candidates whose appointments began prior to Fall 2022 are eligible to request an extension due to COVID. Extension requests must be filed no later than June 1 of the year in which they were scheduled to apply for promotion (for example, a faculty member scheduled to apply for tenure in 2023-24 will submit their request by June 1, 2023).
- To apply for an extension, the faculty member submits their request in writing with a brief explanation of how COVID has affected their work. The request is addressed to the Chancellor, but routed through their Department/Unit Chair, their Dean, and the Provost. The Chancellor makes the final decision regarding the requests. The Senate ATP Committee is updated regarding approvals and is consulted before a request for a COVID-related extension is denied.
- Each eligible faculty member may request a COVID-related extension once and may not receive more than one COVID-related extension. The COVID-related extension counts towards the maximum of two one-year extensions allowed for in the CRR 310.025.
- If a faculty member has requested and been granted a COVID-related extension before their third-year review, their third-year review is postponed until their fourth year.
- If an eligible tenure candidate whose appointments began prior to Fall 2022 does not request an extension of their probationary tenure period before February 1 of the year of their third-year review, they will undergo their third-year review as scheduled. They can describe the impact of COVID in their review materials. As described in [the UMMSL Tenure and Promotion Procedures](#) (Section III.A) this review could result in three possible outcomes:
  - a. The faculty member is making satisfactory progress toward tenure and sustained progress may result in a favorable recommendation from the unit;
  - b. There are deficiencies that, if satisfactorily corrected, may lead to a favorable recommendation for tenure, or;
  - c. The faculty member has not met the stated requirements for the position in one or more areas of responsibility, and the Unit Committee recommends against further contract renewals

If the Unit Committee's recommendation is b and the candidate has not already requested a COVID-related extension and the candidate's record suggests that COVID contributed to the deficiencies, the Unit Committee can recommend that the candidate request an extension of their probationary period. Faculty cannot apply for a COVID-related extension more than once, and thus cannot request an extension both before and after their third-year review.

- Tenure candidates whose appointments began prior to Fall 2022 may submit a "COVID Impact Statement" that would be included in their dossier along with their factual record.

## **Process Details and Instructions:**

- 1) To apply for an extension, the faculty member submits their request in writing with a brief explanation of how COVID has affected their work. This typically takes the form of a 1-to-2-page letter addressed to the Chancellor.
  - Extension requests must be filed by being submitted in writing to the department chair no later than June 1 of the year in which the faculty member is scheduled to apply for promotion.
  - If a faculty member who is eligible to apply for a COVID extension has not filed a request by February 1 of the year of their third-year review, they will undergo the third-year review as scheduled. Faculty members are eligible to apply for an extension after their third-year review.
- 2) Department Chairs are asked to forward extension requests with their recommendation in writing to their Deans within two weeks of receiving them.
- 3) Deans are asked to forward extension requests with their recommendation in writing to the Provost within two weeks of receiving them.
- 4) The Provost will review the requests
  - In cases where the Provost's recommendation is to grant the extension, the materials go directly to the Chancellor.
  - In cases where the Provost's recommendation is to deny the extension, the candidate's materials are distributed to the Senate ATP Committee, which is given two weeks to make their own recommendation. Their recommendation, along with the other materials are forwarded to the Chancellor.
- 5) The Chancellor reviews the materials.
  - In cases where the Chancellor approves the request, the Chancellor's Office notifies the candidate, copying in the Provost, Dean, and Department Chair.
  - In cases where the Chancellor intends to deny the request but the case has not yet been reviewed by the Senate ATP Committee, the materials are distributed to the ATP Committee, which is given two weeks to provide input before the Chancellor makes the final decision. The Chancellor's Office notifies the candidate of the decision, copying in the Provost, Dean, and Department Chair.