



Rule

12.01.99.L1 Extension of the Tenure Probationary Period

First Approved: August 17, 2006
Revised: October 15, 2014
June 14, 2017
October 10, 2019
June 2, 2025
Next Scheduled Review: June 2, 2030

Rule Statement and Reason for Rule

Tenure-track faculty members of Texas A&M International University (TAMIU) may request an extension of the tenure period due to “extraordinary circumstances.” The request for extension is made in writing through the department chair and dean to the provost and vice president for academic affairs (Provost). Extensions are normally granted for no more than one year.

This rule provides the guidelines and requirements for faculty members seeking an extension of their tenure probationary period (as required by [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#), Section 4.1).

Procedures and Responsibilities

1. CRITERIA FOR REVIEW OF REQUEST

- 1.1 A tenure track faculty member who determines that extraordinary circumstances may impede their progress towards tenure may make a written request for extension of the probationary period specifying the circumstances.
- 1.2 All requests to extend the tenure probationary period must be based on “extraordinary circumstances.” For the purposes of this rule, “extraordinary circumstances” will include any catastrophic or life-threatening illness, an unforeseeable emergency or circumstance of similar severity that substantially inhibits for a significant period of time the faculty member's ability to meet the criteria for tenure by the end of the probationary period. “Extraordinary circumstances” may also include accepting, at the request of TAMIU, a major administrative task that impinges on the faculty member’s time available to meet the teaching and research criteria for earning promotion and tenure. TAMIU will have the

sole discretion to determine what circumstances rise to the level of an “extraordinary circumstances.”

- 1.3 It is the responsibility of the faculty member to provide appropriate documentation to adequately demonstrate why the request should be granted. Faculty members seeking an extension of tenure probationary period must make a written request to the department/division chair (see Sample Request Memo at the end of this rule). The request must detail the extraordinary circumstances. TAMIU may request additional documentation from the requesting faculty member. After review by the faculty member’s department/division chair, the request must be forwarded to the dean for approval. After review by the dean, the request must be forwarded to the Provost. A decision to grant an extension of the probationary period requires written concurrence by department/division chair, dean, and the Provost. The Provost will have the final approval of the request.
- 1.4 Any request to extend the probationary period must be submitted sufficiently in advance of the deadline for submission of the application for tenure (to be defined as at least seven months in advance of the September 1st tenure application deadline). Requests that are not made sufficiently in advance must state the reasons why the request for extension was untimely made. TAMIU may consider the timing of the extension as a factor in deciding whether to grant the extension.

2. LENGTH OF EXTENSION

Extensions may be granted for a period of one academic year. The length of extension must be approved in writing by the Provost.

3. CONTINUATION OF PROBATIONARY PERIOD

- 3.1 Upon expiration of the extension, the deadlines for submission of the tenure packet must apply. In the event that the extension of the probationary period is for less than one year, the dean and the chair in consultation with the Provost will determine the appropriate deadlines for submission of the tenure packet and communicate such deadlines to the requesting faculty member in writing. If the extension is granted, the burden will be on the requesting faculty member to obtain information regarding the new deadlines for submission of the tenure packets.
- 3.2 In the event that the faculty member’s request to extend the probationary period is denied, the deadlines provided in [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#) and TAMIU’s procedures implementing tenure will apply.
- 3.3 In the event that the faculty member is denied tenure after being approved for an extension, [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#) and TAMIU’s procedures implementing tenure regarding notice of terminal year must apply.

Related Statutes, Policies, Regulations, or SAP’s

[System Policy 12.01, Academic Freedom, Responsibility and Tenure](#)

Contact Office

Office of the Provost and Vice President for Academic Affairs, 956- 326-2240

SAMPLE REQUEST MEMO

MEMORANDUM

TO: Dr. _____
Provost and Vice President for Academic Affairs

THROUGH: Dr. _____
Dean, College of _____

FROM: Dr. _____
Chair, Department of _____

DATE: _____

SUBJECT: Request by Dr. _____ to Extend the Tenure Probationary Period

Dr. _____, <Assistant/Associate/Full> Professor of _____ has submitted the attached request to extend the tenure probationary period. The request is made pursuant Texas A&M International University *Rule 12.01.99.L1, Extension of the Tenure Probationary Period*. Please review the request and indicate whether you approve or disapprove.

Chair: _____

Date: _____

(mark approved/disapproved)

Recommended Extension

Dean: _____

Date: _____

(mark approved/disapproved)

Recommended Extension

Provost/VPAA: _____

Date: _____

(mark approved/disapproved)

Length of Extension Granted