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| **Department:** | Department |
| **Academic Year:** | Academic Year |
| Candidate Name: |  |
| Maximum Length of Probationary Period for this Candidate |
|  | [ ]  5 years (*hired as Associate or full Professor*) |
|  | [ ]  6 years (*as per approved department/college guidelines*) |
|  | [ ]  7 years (if hired as Assistant Professor or as an Instructor and years not excluded [[Policy 6-300 sec 2.D](http://www.regulations.utah.edu/academics/6-300.html)]) Department routinely conducts reviews in year \_\_\_\_\_\_\_\_\_\_and year \_\_\_\_\_\_\_\_\_\_ |
| Year of Candidates initial tenure-track hire at University of Utah |  |
|  | Mid-Probationary Period review in year # | + |  |
|  | Second Mid-Probationary Period review in year # (if applicable) | + |  |
|  | Mandatory Tenure review year # | + |  |
| Extensions of the Probationary Period: Attach documentation for each extension |
| Note # of years of extension |
| [ ] Parental Leave (Policy 6-315 or 8-002)(written request required) | + |  |
| [ ] Medical Leave (Policy 6-311, Sec 4cC.2.a.i or ii)(written request required) | + |  |
| [ ] Other Leave (Policy 6-311, Sec. 4, C.2.a.iii or iv) | + |  |
| *Approval of Chair and Dean Required* |  |  |
| [ ] Extraordinary circumstances (Policy 6-311, Sec. 4, C.2.c, 2 year maximum) | + |  |
| *Approval of Chair and Dean Required* |  |  |
| [ ] Administrative Duties (Policy 6-311, Sec. 4, C.2.b, 3 year maximum) | + |  |
| *Approval of Chair and Dean Required* |  |  |
| [ ] Years in Instructor rank if requested (Policy 6-300, Sec.2.D 3year maximum) | + |  |
| *Approval of Chair and Dean Required* |  |  |
| [ ] Years of extension subsequently rescinded | - |  |
| **Total years Extended** | = |  |
| Reductions of the probationary period: *Attach documentation for each reduction* |
| [ ] Credit for prior service (Policy 6-311, Sec. 4, C.1.a, 5 year max) | - |  |
| [ ] Extraordinary Progress (Policy 6-311, Sec. 4, C.1.b) | - |  |
| [ ] Revocation of credit for prior service. Requires written request by candidate, number must equal credit for prior service. | + |  |
| **Total years Reduced** | = |  |
| **Adjusted Mid-Probationary Tenure Review(if applicable)** |  |
| *(=Hire Year+FirstMidProbationary+TotalExtensions-TotalReductions-1)* |  |
| **Adjusted Second Mid-Probationary Retention Review (if applicable)** |  |
| *(=Hire Year+SecondMidProbationary+TotalExtensions-TotalReductions-1)* |  |
| **Adjusted Mandatory Tenure Review** |  |
| *(=Hire Year+MandatoryTenureReviewYear+TotalExtensions-TotalReductions-1)* |  |