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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| Years of extension subsequently rescinded | | | | | - |  | |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)* | | | | |  | | |