



Tenure Extension Policy for Life Events

Effective Date: October 2017

A one-year extension for the tenure-track period is permitted for tenure-track faculty members undergoing certain life events that may affect their professional progress at the University of South Alabama. Life events that may qualify for an extension include but are not limited to the extended illness of oneself, the extended illness or death of an immediate family member as defined by Human Resources, or the birth or adoption of a child. Only one one-year extension will be permitted during the probationary period.

- Faculty members requesting an extension of the tenure period should submit a formal request to the Department Chair and the Dean as soon as possible after the circumstances justifying the request have occurred. Faculty members must submit requests for extension no later than four weeks prior to the start of the tenure review year according to their contract period.
- This request should include the faculty member's current position, current tenure period, and description of qualifying life event. Faculty members seeking an extension for medical reasons should submit all relevant medical documentation to the appropriate office in Human Resources within one week of making the request.
- The Department Chair will submit a memorandum to the Dean addressing the request within one week after the chair receives the request. Extension of tenure requests will be subject to the approval of the Dean and the Provost, who will make a determination within four weeks of the initial request.