Service Toward Completion of the Probationary Period

# (Special Tenure Code Provision for Appointments Beginning After the Eighth Week of the Academic Year)

I certify that I have read the policy on holding the beginning of the tenure clock when the initial appointment begins after the eighth week of the academic year. I understand that I have the option of counting or not counting a year toward the completion of my probationary period for the partial year’s service I will provide the University during my initial appointment, if approved. I understand how my decision, indicated below, will affect the timing of my promotion and tenure review.

[ ]  Yes, I **do** want the year to count toward the completion of my probationary period.

[ ]  No, I **do not** want the year to count toward the completion of my probationary period.

(Name printed)

(Title printed)

(Name signed)

(Date)

## Concurrence of Department Head / Unit Executive Officer:

(Name printed)

(Title printed)

(Name signed)

(Date)

**This form must accompany the appointment transaction. The transaction is initiated in the department, approved by the college, and then forwarded to Illinois Human Resources.**