Service Toward Completion of the Probationary Period

(Special Tenure Code Provision for Leave without Pay for Tenure- Track Faculty)

I certify that I have read the policy on holding the tenure clock while on leave without pay. I understand how the options below will affect the timing of my promotion and tenure review.

I understand that since I will be able to continue my scholarship/creative activity during the time I am on leave without pay, the period **will** count toward the completion of my probationary period.

I understand that since my leave without pay is a result of personal/professional events that detrimentally affect my ability to fulfill my academic responsibilities, I have the option of counting or not counting the leave toward the completion of my probationary period.

I **do** want the year to count toward the completion of my probationary period.

I **do not** want the year to count toward the completion of my probationary period.

**Name (printed):**

Name (signed): 

Title:

Date:

**Concurrence of Department Head**

**Name (printed):**

Name (signed): 

Date:

**This form should be attached to the *Leave of Absence Without Pay Request (Faculty and Academic Professionals).***