

**Tenure Clock Extension Due to Extenuating
Circumstances Process**

Request to petition for a one-year extension

From the Academic Affairs Standard Operating Procedure 3.5; A faculty member who meets the criteria set forth in the Faculty Handbook 5.6 may petition for a one-year extension to the tenure clock. The faculty member shall make the request by completing this request form and submitting it to the Department Chair for review. The Department Chair shall forward it to the Dean for review. The Dean shall forward their recommendation to the Provost for final approval. The decision of the Provost shall be final. The request for extension shall be made by the 2nd week of September in the year the personnel action is to take place.

Once this request form has been completed, please email a copy to your Chair/Supervisor, Dean, and Academic Affairs (aa@appstate.edu).

I, _____, am petitioning for a one-year extension to my
(Name)

Tenure Clock for extenuating circumstances during the _____ academic year.

Signature _____

Date _____