

Applicable Policy:

UI Operations Manual 10.1 Tenure and Non-Tenure Appointments.

(Amended 9/93; 2/15/95; 2/01; 1/02; 4/05; 5/07)

4(e) Extension -

(i) For each minor child newly added to the family of a probationary faculty member (e.g., biological, adopted, stepchild, or by guardianship) during the probationary period or within two years prior to the initial appointment, the probationary period shall be automatically extended by one year. The faculty member may decline any automatic extension for which the faculty member is eligible by written notification to the faculty member's DEO at any time prior to the academic year in which the promotion review is scheduled. If the probationary faculty member has more than two children added to the family during the probationary period or within two years prior to the initial appointment, the faculty member may request a one-year extension for each child beyond the automatic two-year extension. The request should be made in writing to the DEO, dean, and Executive Vice President and Provost.

(ii) The probationary period may be extended upon the mutual agreement of the probationary faculty member, the college, and the Executive Vice President and Provost because of a professional or personal impediment, such as the assumption of additional teaching or clinical responsibilities above the normal load at the request of the department or college; the failure of the University to provide resources in a timely manner if the resources are promised in writing; personal health reasons; the assumption of significant ongoing care responsibilities for a spouse, domestic partner, minor or adult child, or parent with a serious health problem; or because of the death of the faculty member's spouse, domestic partner, or minor or adult child. Generally, no extensions under this paragraph (e)(2) shall extend the probationary period two years beyond what the period would have been, taking into account the relevant collegiate norm and any automatic or discretionary extension under paragraph (e)(1) above.

(iii) Requests for discretionary extensions under paragraph (e)(1) or (e)(2) shall be submitted to the DEO and dean, and approved by the Executive Vice President and Provost.

Process:

The current Change in Status-Faculty Status form has been modified to allow these extensions to be processed via a workflow form. We feel this will help make this request process go more quickly, initiator's can view where it is in the workflow path in terms of approval and it will help to ensure that all forms approved are accurately reflected in the faculty status system. This change will also allow us to begin easily tracking the number of extensions granted and the reasons for those extensions.

1. Workflow form is initiated by department – All requests, except the automatic extension for a birth of a child, should have a written request attached to the workflow form.
2. Electronically routes to Collegiate level for approval – **College should attach an approval letter that clearly outlines the new sequence for the faculty member's annual review.**
3. Electronically routes to Provost Office level for approval.
4. Provost will attach approval or denial letter to workflow form and send letter to the College with a cc: to DEO and Faculty member.

HR Transaction System - Windows Internet Explorer

https://hrtest.its.uiowa.edu/transaction/chgofstatus/cos2.php?TRpass=1013655;1;FP8&TRdate=07/01/2007&TRreason=STF

mywebsearch Search Smiley Central Screensavers Cursor Mania Ask.com

Learning and Development Employee Self Service - Fina... HR Transaction System

FO/HR Web Transaction System

Data Access Applications Transaction Main Menu Workflow Main Menu HR Home Page Sign In/Out

[Return to Change of Status Options](#)

Faculty Status Change of Status Form

Effective Dt: 07/01/2007

* Denotes required field

General Information																											
Name	[REDACTED]																										
SSN	[REDACTED]																										
Employee ID Number	[REDACTED]																										
Employee Record Number	[REDACTED]																										
Org & Department Information																											
Department ID	18-4000 Cnur-Nursing																										
Position Number	00112450																										
Regular/Temporary	Regular																										
<hr/>																											
-Current Information-	-New Information-																										
Current Jobcode / Title / Paygrade																											
FS13 / Assistant Professor /																											
Current Paygroup / Description																											
8 / Academic-12 pay																											
Current Percent Time																											
100%																											
Current Faculty Status End Date	*New Faculty Status End Date																										
05/15/2010	05/15/2010																										
Current Faculty Tenure Decision Date	*New Faculty Tenure Decision Date																										
02/01/2011	02/01/2011																										
	Reason (Help on Reason Codes):																										
	Select one...																										
<hr/>																											
Current Total Compensation (12 Payments)	New Total Compensation																										
\$60770	\$60770																										
<hr/>																											
EXISTING MFK INFORMATION: (top)																											
<table border="1"> <thead> <tr> <th>FND</th> <th>ORG</th> <th>DEPT</th> <th>SDEPT</th> <th>GRANTPG</th> <th>ACT</th> <th>QACT</th> <th>DPACT</th> <th>FN</th> <th>CCTR</th> <th>AnnIS</th> <th>PctTY</th> <th>MONTHLY \$</th> </tr> </thead> <tbody> <tr> <td>050</td> <td>18</td> <td>4000</td> <td>00000</td> <td>00000000</td> <td>5002</td> <td>000</td> <td>00000</td> <td>10</td> <td>0000</td> <td>60770.04</td> <td>100</td> <td>5064.17</td> </tr> </tbody> </table>		FND	ORG	DEPT	SDEPT	GRANTPG	ACT	QACT	DPACT	FN	CCTR	AnnIS	PctTY	MONTHLY \$	050	18	4000	00000	00000000	5002	000	00000	10	0000	60770.04	100	5064.17
FND	ORG	DEPT	SDEPT	GRANTPG	ACT	QACT	DPACT	FN	CCTR	AnnIS	PctTY	MONTHLY \$															
050	18	4000	00000	00000000	5002	000	00000	10	0000	60770.04	100	5064.17															
Remarks																											
<input type="text"/>																											

start | Inbox - Microsoft Out... | HR Transaction Syste... | Tenure Decision Date... | Microsoft Access - [M... | Microsoft Access - [B... | Untitled Message | Internet | 100% | 10:38 AM

Tenure Decision Date Reason Codes - Windows Internet Explorer

https://hrtest.its.uowa.edu/transaction/chgofstatus/tdreasons.html

Certificate Error

Tenure Decision Date Reason Codes

Reason Code	Definition
Minor Child (automatic)	For up to two minor children added during the probationary period or within the two years prior to the initial appointment, the probationary period is automatically extended by one year per child.
Minor Child (discretionary)	If more than two children are added during the probationary period or within the two years prior to the initial appointment, the faculty member may request a one year extension for each child beyond the automatic two year extension.
Professional Impediment	<ol style="list-style-type: none"> 1. Assumption of additional teaching or clinical responsibilities above the normal load and at the request of the department or college; 2. Failure of the University to provide resources in a timely manner if the resources are promised in writing.
Personal Impediment	<ol style="list-style-type: none"> 1. When due to the faculty member's own serious health problem; 2. the assumption of significant ongoing care responsibilities for a spouse, domestic partner, minor or adult child, or parent with a serious health problem; 3. due to the death of the faculty member's spouse, domestic partner, or minor or adult child.
Discretionary	Another satisfactory reason not listed above.

If you have questions, please contact Lori Cranston (lori-cranston@uowa.edu).

[Close window](#)

Done

Internet 100%

start | Inbox - Microsoft Out... | HR Transaction Syste... | Tenure Decision Date... | Microsoft Access - [M... | Microsoft Access - [B... | 10:38 AM