**EXTENSIONS TO TIMETABLES FOR TENURE CONSIDERATION**

**Purpose:**

This document defines the workflow for a request for an extension to a faculty member’s timetable for tenure consideration.

**Definition:**

Extensions to the timetables for tenure consideration are addressed on page 7 of the [Policies and Guidelines Governing Appointments, Promotions, and Professional Activities of the Faculty (A&P Guidelines).](https://facultyaffairs.rbhs.rutgers.edu/appointments-promotions/faculty-appointments-and-promotions-guidelines/)  Please review this section of the A&P Guidelines carefully before proceeding with this process. Questions or concerns may be address to the appropriate Provost or RBHS Faculty Affairs.

**Workflow:**

1. Faculty member submits their request in writing to the Department Chair. Faculty may wish to discuss with their Chair, Dean and/or Provost prior to submitting the letter. See Template #1.
2. The Chair and Dean sign the letter indicating their support.
3. An FTF is created and uploaded to ImageNow along with the faculty letter with Chair and Dean signatures.
4. The action is approved in ImageNow by the Campus Provost.
5. Once action is approved, the Chair or Dean will send the faculty member Template #2 to confirm approval.
6. School Faculty Affairs Office updates the faculty record in FIS by entering the required fields in Tenure Timetable Extension box of the Tenure Information & History back screen in FIS.

**Template #1 From Faculty Member:**

Date

Dear **(Chair)**,

I am an **(TITLE)** on the tenure track in my **(STATE #)** year and wish to request an extension of **(STATE TIME; ONE OR TWO YEARS)** year(s) to my timetable for tenure consideration due to (*reference reason from A&P guidelines*).

I am aware that upon approval of this extension, the year of absence will be added to my tenure review clock. I am also aware that this extension can be no longer than two years.

Sincerely,

Name, Title

Approved:

Department Chair

 Signature Date

Dean

 Signature Date

Provost

 Signature Date

**Template #2 to Faculty Member Confirming Extension:**

Date

Dear Dr. \_\_\_\_\_\_\_\_\_,

I am writing to confirm your request for an Extension for Tenure Consideration has been approved. You must receive tenure by 7/1/20XX.

The guidelines for promotion within the tenure track and award of tenure are outlined in the Rutgers Biomedical and Health Sciences Policies and Guidelines Governing Appointments, Promotions, and Professional Activities of the Faculty located at the following website: <https://facultyaffairs.rbhs.rutgers.edu/appointments-promotions/faculty-appointments-and-promotions-guidelines/>.

We look forward to continuing to work with you.

Sincerely,

Name, Chair

Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

I acknowledge this assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date