

NUMBER: ACAF 1.31
SECTION: Academic Affairs
SUBJECT: Extension of Faculty Tenure-Track Probationary Period
DATE: May 28, 2001
REVISED: August 16, 2007
Policy for: All Campuses
Procedure for: USC Upstate
Authorized by: Dr. Marsha Dowell
Issued by: Academic Affairs

I. Policy

<http://www.sc.edu/policies/acaf131.html>

II. Procedure

A. Documentation Required

1. Tenure Clock Extension Form

The Tenure Clock Extension Form must be completed by tenure-track faculty eligible for an automatic extension or who would like to request an extension of the probationary period for tenure.

2. Reason for Extension

In all situations, documentation is required as to the reason for the extension. Such documentation may be a letter from a physician or healthcare provider, adoption agency, copy of a death certificate, etc.

3. Letter of request

In the case of a requested extension, a letter from the faculty member should be addressed to the faculty member's chair and/or dean outlining the reasons for the request. This letter should be attached to the Tenure Clock Extension Form and the documentation for the reason for the extension.

B. Approval Required

All documentation required for an extension must be submitted and approved by the chair and/or dean and the Senior Vice Chancellor for Academic Affairs. Once the Senior Vice Chancellor approves, a copy of the approved Tenure Clock Extension Form is sent to the faculty member, the chair and/or dean's office. A copy of the approved paperwork is also sent to the provost's office in Columbia for notification of the extension.

III. Related Policies

See also:

USC Upstate's *Faculty Manual*

IV. Reason for Revision

ACAF 1.31 was revised by Columbia.