

Extension of Probationary Period for Promotion and Tenure for Childbirth/Adoption

Steps required by College

1. Faculty member is responsible for notifying his/her department chair/department head in writing of a request for extension as soon as possible of the birth or adoption of a child but before March 1 of the academic year in which the mandatory review is scheduled.
2. Department chair is responsible for forwarding the extension request by email to Faculty Affairs in the Office of the Provost (Email: facultyaffairs@uh.edu) with a copy being sent to the Dean.

Procedural Steps taken by Faculty Affairs, Office of the Provost

1. Will review paperwork routed from college.
2. Verify the request is for one year and was submitted by March 1
3. Check tenure panel, residency status, and verify that no more than one prior extension has been given. (2 extensions is the limit).
4. Generate a memo for Provost to review and sign.
5. Once decision is made by the Provost, the Provost office will email the letter to the faculty member, dean, department chair/department head, and faculty affairs office.
6. Update tenure panel if applicable.
7. Copy of the above materials will be filed in faculty member's electronic files and in P&T files.

For further details, please see Promotion and Tenure Guidelines located at the below link.
**<http://www.uh.edu/provost/policies/faculty/promotion-tenure/> (4.4 Extension of
Probationary Period for Childbirth or Adoption)**

Document Updated: 07/29/2019