

TO: Fort Wayne Senate

FROM: Faculty Affairs Committee

DATE: March 30, 1992

SUBJ: Extension of the Probationary Period for Justifiable Cause

DISPOSITION: To the Presiding Officer for implementation

PURPOSE: The academic performance of a probationary faculty member can be adversely affected by extraordinary personal circumstances. Such circumstances might include the responsibility as primary care giver after the birth or adoption of a child, serious personal illness, the provision of care for a seriously ill family member, or any similar situation requiring compassion. Such conditions may warrant deviation from the tenure policy.

To ensure consistency and fairness in determining which conditions are sufficiently justifiable to warrant deviation from the tenure policy, the following guidelines and procedures are recommended:

GUIDELINES

1. Ordinarily, an individual may exclude no more than one year from the probationary period.
2. Normally, requests for exclusions must be made within one year from the time the conditions occurred which precipitated the request.
3. Exclusions will not be granted after the beginning of the penultimate year.
4. Decisions regarding whether or not requests for exclusions will be granted shall be based on:
 - a. verification that the conditions leading to the request occurred or continue to exist.
 - b. verification that the faculty member's performance prior to the conditions leading to the request warrants an exclusion.
 - c. confirmation that the conditions for which the request is being made fall within the parameters of those deemed in these guidelines to be justifiable.

5. A one-year automatic exclusion will be granted to either or both parents for the birth or adoption of a child, death of a child, or death of spouse or domestic partner. Faculty may choose to submit a tenure case under their original or the extended timetable.
6. Faculty who have been awarded an exclusion shall have no requirements or expectations beyond those of any probationary faculty member.
7. Work accomplished during the excluded period may be cited in the promotion/tenure case.

PROCEDURES

1. Requests for exclusion shall be made in writing by the faculty member to the Department Chair. The Chair will determine, in consultation with the Departmental Promotion and Tenure Committee, whether the request is justifiable and forward a recommendation through the Dean to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs, in consultation with the faculty's Department Chair and Dean, will have the authority to approve exclusions for justifiable conditions.
2. Requests for exclusions may be made at any time during each academic year up until March 15 of the academic year prior to the penultimate year. Decisions regarding requests will be made within 60 days of the receipt of the request.
3. Any faculty member who feels it necessary to appeal a decision made under the above guidelines and procedures may utilize the grievance procedures established for academic personnel.