

DATE: January 13, 2021, revised January 20

TO: Vice Presidents, Associate Provosts, Deans, Department Heads, and Directors

FROM: S. Jack Hu, Senior Vice President for Academic Affairs and Provost
Elizabeth Weeks, Associate Provost for Faculty Affairs

RE: COVID-19 Extension to Promotion & Tenure Review Period

** Note that the memo below has been revised to clarify that lecturers may apply for extensions*

As [previously announced on May 12, 2020](#), current untenured faculty whose promotion eligibility or tenure status has a time limit and whose progress toward promotion and/or tenure has been impacted by the COVID-19 pandemic may request a one-year extension to the Promotion and Tenure review period.

This memo confirms and clarifies the following points regarding the COVID-19 extension:

- Untenured faculty may continue to apply for extensions, as noted above. At this time, faculty may receive no more than one year COVID-19 extension.
- Non-tenure track faculty with time-in-rank limitations (*e.g.*, Lecturers, Clinical Instructors, Clinical Assistant Professors, and Instructors) may apply for extensions.
- New faculty (hired in 2020) may apply for extensions.

Use of this one-year extension is at the faculty member's discretion, meaning that even if approved, the faculty member may elect to apply for review under the regular timeline.

To request a COVID-19 extension, faculty must complete the [COVID-19 Extension Request Form](#). Upon submission, an automated email will be sent to an administrator in the faculty member's school or college for further review. Each faculty member also will receive an email record of their submission and will be notified of the final status of the request.

All faculty who are currently in their fifth or sixth year in rank, and thus required to have preliminary reviews this spring, and who would like to request a COVID-related extension, must do so by May 31, 2021. All other faculty must submit their requests any time before the spring semester of their fifth year in rank.

Third-year review for faculty who are currently in their first or second year in rank and who are granted a COVID-extension will be delayed until their fourth year, unless the faculty member specifically requests review in the third year.

The COVID-related extension does not alter the University's standards for promotion and tenure. Review procedures in the coming academic year will proceed according to the usual schedule.

The COVID-19 extension is in addition to the [extension available for events that qualify under the Family Medical Leave Act](#). Faculty may receive no more than two years FMLA extension.