
PERSONAL EXIGENCY: GUIDELINES AND PROCEDURES
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
(Approved by the Faculty Senate, March 6, 2002
Approved by the Chancellor, March 11, 2002)

This document describes the guidelines for applying and the procedures for administering the University's provisions on extending the probationary term for reasons of personal exigency.¹

Extensions of the probationary term may be granted in cases in which a probationary-term faculty member does not take a leave of absence, but seeks to extend the probationary term for reasons of personal exigency. Examples of personal exigencies that may justify an extension include, but are not limited to, extended illness, disability, childbirth or serious problems concerning the health or welfare of a child or other immediate family member. Extensions of the probationary term will be limited to a total of no more than two years and must be expressly requested by the faculty member. Any faculty member who receives an extension of the probationary term is expected to meet his or her instructional and other academic responsibilities during the time of the extension.

If an eligible faculty member wishes to request an extension of the probationary term for reasons of personal exigency, the procedures are as follows:

- I. A faculty member should thoroughly consult with his or her Department Head² before making a formal request.
- II. The request should be made in advance of, during, or immediately after the events that are believed to warrant the extension, and should be made as soon as a faculty member becomes convinced that circumstances warrant an extension. The lateness of a request may be a ground for its denial. In no case will the request be made later than the end of the spring semester that precedes the next to last year of the probationary term.
- III. It is the responsibility of the faculty member to provide appropriate documentation that adequately demonstrates why the request should be granted. Accordingly, when a tenure-track faculty member believes that a personal exigency has impeded, is impeding, or will impede his or her progress toward achieving tenure and wishes to request an extension of the probationary term, he or she must make a written request to the Department Head and the Dean specifying the reasons for the requested extension. This request must include written documentation substantiating why a personal exigency has placed, is placing, or will place an unreasonable burden upon the faculty member in making progress towards achieving tenure.
- IV. After reviewing this request, the Department Head and the Dean will forward it to the Provost, together with their advice about the merits of the request.

¹ Regulations on Academic Freedom, Tenure, and Due Process, 3.1(2).

² In a school that does not have academic departments, or in Jackson Library, the Dean of that school, or the University Librarian, fills the role of the Department Head.

- V. After reviewing the request, the Provost will consult with the Department Head and the Dean about whether to grant the extension. The final decision will be made based upon a review and consideration of the faculty member's written request. The faculty member's annual reviews and record of progress toward achieving tenure prior to the personal exigency also will be considered. For the extension to be granted, the Department Head, the Dean, and the Provost must approve that extension.³ These approvals will be in writing. The final decision about whether to grant the extension will be made within 30 days of the Provost's receipt of the request and all appropriate documentation, unless exceptional circumstances mandate additional time for consideration.
- VI. The faculty member will receive written notification of the final decision. If the faculty member's request is approved, he or she will receive a written document from the Provost stating the reason(s) for the extension, the period of the extension, and its effect upon the length of the probationary term. The faculty member will sign the document prior to its implementation. Approved extensions will be stated in appointment or reappointment documents or will be stated in a written memorandum of amendment during the term of an appointment.

³ If a request for an extension originates in a unit that has academic departments, then that request will be reviewed and acted upon by at least three administrative officials, i.e., the Department Head, the Dean, and the Provost. On the other hand, if a request for an extension originates in a school that does not have academic departments or in Jackson Library, then that request will be reviewed and acted upon by at least two administrative officials, i.e., the Dean of that school or the University Librarian, and the Provost.