



### ONE YEAR ODU TENURE DEFERMENT REQUEST

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Hire Date: \_\_\_\_\_ College/Department: \_\_\_\_\_  
Projected/Initial Tenure Date: \_\_\_\_\_  
New/Requested Tenure Date: \_\_\_\_\_

Rationale for Tenure Deferment Request: \_\_\_\_\_  
\_\_\_\_\_

**Attached:**

- Letter of Request from faculty member with documentation

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Chair: Recommended/Not Recommended Signature \_\_\_\_\_ Date: \_\_\_\_\_  
College Dean: Recommended/Not Recommended Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Provost Signature: \_\_\_\_\_ Approval Date: \_\_\_\_\_

CC: Applicant  
Provost  
Academic Dean  
Department Chair  
Personnel File

November 2012

**Please refer to the University's Tenure Policy and Procedure in the Faculty Handbook for further clarification and definitions.**

- C. A period of time, not to exceed one year, may be excluded from the probationary period, upon the approval of the provost and vice president for academic affairs subject to the following conditions.
1. That the faculty member submits a request in writing to the department chair. The department chair and the dean shall forward the request with a recommendation to the provost and vice president for academic affairs.
  2. The request must be the result of the occurrence of a serious event. A "serious event" is defined as a life-altering situation which requires the faculty member to devote more than eight hours of each day to alleviate the impact of the event for a period greater than six weeks and less than one year. These events may include the birth of a child, adoption of a child under the age of six years, serious personal illness or care of an immediate family member including parent, stepparent, child, or spouse.
  3. The faculty member shall provide documentation to justify the time requested and the seriousness of the event.
  4. The request shall be made no later than one year from the first day of the serious event.
  5. The faculty member must have been adequately performing the duties assigned prior to the first day of the serious event.
  6. Faculty who are awarded this 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 tenure case.
  8. Requests for exclusion may be made at any time during each academic year. No request shall be made after the application for tenure has been submitted.
  9. Decisions will be made within 60 days of the receipt of the faculty member's request by the department chair.
  10. The decision of the provost and vice president for academic affairs is final.

**See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.**