

Procedures for Indefinite Status File Extension Request (May 23, 2021 deadline)
Interim Policy – to be included with Ch 104.03

Request for Extension due to COVID-19 Disruption:

Accommodation will be made for academic staff on probationary track to extend the probationary period towards indefinite status due to factors related to the novel coronavirus pandemic. **Probationary staff who have their indefinite file due after February 15th, 2021, are eligible to submit a request prior to May 23, 2021.**

Written requests for extensions due to COVID-19 should follow UWM P&P 104.03(d) and UWS 10.03 with appropriate documentation and justification:

Pursuant to UWS 10.03, Wis. Admin. Code, the procedures for requesting an extension are:

1. If the request for extension is due to the limitations to conduct one's research, teaching, and service caused by the COVID-19 pandemic and the measures to curtail it, the academic staff member provides a written request to the supervisor/executive committee, which forwards the request with its recommendation to the Dean/Division Head.
2. Requests in cases of childbirth/adoption and those related to disability or chronic illness shall be approved by the Dean/Division Head after consultation with the Academic Staff Committee. Requests in other circumstances shall be approved or denied after consultation with the Academic Staff Committee.
3. A written decision on the request shall be provided to the academic staff member and the supervisor and shall be based upon clear and convincing reasons.
4. An academic staff member who believes that a request has been denied unfairly may file an appeal with the Academic Staff Committee for referral to Academic Staff Hearing and Appeals Committee.
5. If any academic staff member has been in probationary status for more than seven (7) years because of a leave of absence or because of those reasons described in the introductory paragraph above, the academic staff member shall be evaluated as if they had been on probationary status for seven years. (AS Doc 33, 5/2008)

Probationary staff are eligible to submit a request for extension regardless of whether this is their first request or if they requested an extension during calendar year 2020, though total time granted for extensions does not ordinarily exceed one year. Requests for extensions should be submitted prior to May 23, 2021.

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