



GUIDANCE FOR EXTENSION OF THE PROBATIONARY PERIOD DUE TO COVID-19

Updated September 18, 2020

On March 20, the University announced that, in acknowledgement of the COVID-19 crisis and its extraordinary impacts on our faculty, Penn State is extending the provisional tenure period starting with the 2020-2021 academic year for all faculty in their pre-tenure probationary period, as defined in University policy [AC23](#). As of September 15, 2020, the University has determined that all tenure-line faculty in their probationary period during the calendar year 2020 are eligible to confirm acceptance of the one-year COVID-19 extension.

Who is eligible for the extension?

ALL tenure-line faculty in their probationary period in calendar year 2020 are eligible.

What does it mean to confirm this tenure clock extension?

By completing the online form entitled [Confirmation of Extension of the Probationary Period Due to COVID-19](#), the faculty member's probationary period will be extended by one year. This extension is not considered a stay but a response to the negative impacts that COVID-19 may have on a faculty member's research, teaching, and service. When confirmation of the tenure clock extension is received, the faculty member's probationary period will be adjusted, and the dates of all formal reviews will move forward one year.

Faculty members who confirm their acceptance of the extension but later decide that they do not want the year added to their probationary period may relinquish the extension by notifying the Vice Provost for Faculty Affairs at vpfa@psu.edu. Please note that if a faculty member is in the midst of a formal review, the extension will be applied once the formal review is completed. Read the FAQs related to this document for more details.

When do faculty members have to decide whether to confirm their acceptance of the extension of the probationary period due to COVID-19?

A faculty member must confirm acceptance of the extension no later than **April 1** in the penultimate year of the probationary period by completing the aforementioned [form](#). Confirmation of the extension may be submitted at any time up until **April 1** of the penultimate year of the probationary period (**April 30** for those whose sixth-year tenure review is scheduled for Fall 2020).

If a faculty member wants the one-year extension of the probationary period to take effect immediately, confirmation of the extension period must be received by **August 31** of the academic year. Once a formal review is underway, the review will proceed through its conclusion, and a confirmation submitted while a review is ongoing will be applied when the review is completed.

For these reasons, in a year when a faculty member is undergoing a formal review, we recommend completing the form to confirm the extension no later than **August 31**.

How do faculty confirm the extension of the probationary period?

Faculty who wish to confirm acceptance of the extension of the probationary period may do so at any time by completing the [form](#), which will be directed to the Vice Provost for Faculty Affairs.

Who should faculty contact with questions?

Email questions about the extension of the probationary period due to COVID-19 to the Office of the Vice Provost for Faculty Affairs at vpfa@psu.edu.