Faculty & Academic Staff Affairs
MICHIGAN STATE UNIVERSITY

Tip Sheet: Extending the Continuing Clock Request Process

Introduction

Academic specialists may request extensions to their probationary appointment period under qualifying circumstances. The policy specifies conditions under which a specialist's continuing clock is automatically extended. Extensions may be either automatic or non-automatic; this document outlines the process for submitting an extension request. The Vice Provost for Faculty and Academic Staff Affairs reviews and considers these non-automatic extensions.

Key Takeaway

For Automatic Extensions: the request should be initiated by the academic specialists to the unit administrator/chair/director.

For Extensions Reviewed by FASA: The memorandum/package of materials must be complete and address each element (#1-6) below before it is approved by the Vice Provost for Faculty and Academic Staff Affairs.

Process for Requesting Automatic Extension to the Continuing Clock

If an Academic Specialist in a continuing probationary appointment meets the criteria outlined in the *Extension of the Probationary Continuing Clock Policy* and would like to request an automatic extension, they may proceed as follows:

- The Specialist notifies the unit administrator/chair and unit HR administrator of their intent to request an extension of their probationary clock.
- The HR unit administrator submits the request to Vice Provost FASA and FASA unit/college liaison via email, copying the unit administrator and HR Academic Operations (avphr.academicops@hr.msu.edu)

Request an Extension to the Continuing Clock – Non-Automatic

Additional extensions of the probationary clock (outside the automatic extensions) may be requested for reasons relating to:

- Care for an ill and/or disabled child, spouse/partner, or parent
- Personal illness
- Prestigious awards, fellowships, and/or special assignment opportunities
- Research/Scholarly Disruptions
- Administrative/Operational Impacts
- Other serious constraints

Submission Process

To request a continuing review clock extension, the department chair or unit administrator must prepare and submit a memorandum/package of materials to the Vice Provost and Associate Vice President for Faculty and Academic Staff Affairs (FASA) and the unit/college liaison that includes the following elements:

1. **Justification for Exception:** Specify the reason (listed above) that justifies an exception to the standard tenure timeline.
2. **Impact on Academic Specialist:** Clearly explain how the specified condition/constraint has impacted the academic specialist's ability to perform their normal activities (teaching, research/creative activities).
3. **Expected Outcomes:** Describe what the academic specialist is expected to achieve by the end of the requested extension period. Include the prospects for their success.
4. **Available Resources:** Identify and explain the resources or support that will be provided to facilitate the academic specialist's success.
5. **Curriculum Vitae and Summary of Recent Activities:** Provide the specialist's current CV along with a one-page summary of their assignments in their respective functional area (s) over the period to which the request is being made.
6. **Endorsements and Signatures:** Ensure the memorandum includes the endorsements and signatures of the academic specialist, department chair or unit administrator and dean (if applicable).

Often, the package includes a memo from the specialist and a joint memo from the chair and dean (with specialist endorsement). Send the complete package request to FASA at FASAffairs@msu.edu or the FASA liaison for your unit/college.

Next Steps/Approval Process

Endorsement from the Office of the Provost

- FASA will review the request and follow-up as necessary for any clarification.
- Once approved, FASA will send a formal confirmation letter to the academic specialist, the chair, unit administrator, and/or dean and MSU Human Resources (HR). HR will extend the specialist's probationary end date in the HR system.