



TENURE CLOCK EXTENSION FORM

USC Aiken, USC Beaufort or USC Upstate

Faculty Member Name: _____ Rank: _____

Campus: _____ Department: _____

Campus Address: _____ Campus Phone: _____

Date of initial appointment as a tenure-track faculty member: _____

If your probationary period clock has been extended previously, please indicate the approval date(s)
of the extension(s) _____

Please check the appropriate box below and attach documentation of the relevant event or circumstances. In the case of Option B. Requested Extension, please also attach a letter addressed to your academic unit head outlining the reasons for your request. For more information, see University Policies ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and ACAF 1.05 Tenure Progress Review of Faculty: Third Year Review at www.sc.edu/policies.

☐ **A. Automatic Extension**

A tenure-track faculty member is eligible for an automatic one-year extension of the maximum probationary period related to the birth or adoption of a child, or the death of a spouse/partner or child.

☐ **B. Requested Extension**

A tenure-track faculty member is eligible for a one-year extension of the maximum probationary period upon request for the following reasons: a serious illness of the faculty member and/or the faculty member's spouse/partner, child or parent; the death of a parent; the placement of a foster child; or other relevant circumstances upon approval.

☐ **C. Third Year Review Adjustment**

A faculty member is eligible for an adjustment of the timing of the tenure progress review (third year review) when appropriate in conjunction with an automatic or approved extension of the tenure clock during the first three years of the probationary period.

Signatures (Please attach additional comments as necessary. In the case of a denial, a written justification is required.)

Faculty Member

Date

Academic Unit Head

Date

Approve ☐ Deny* ☐

Executive Vice Chancellor for Academic Affairs

Date

Approve ☐ Deny* ☐

Form received by USC Division of Human Resources (Columbia)

Date

***Please note that approval is automatic
in cases of childbirth or adoption
or the death of spouse/partner or child**