

Oklahoma State University
COVID-19 Related One-Year Automatic Extension of Appointment Period
For Tenure-Track and Non-Tenure Track Faculty
Fall 2021

*Note: Before completing this form to **opt out of the automatic one-year extension** of your current appointment, please review the frequently asked questions on the backside of this form and confer with your department/school/unit head on next steps.*

The COVID-19 pandemic has affected every aspect of faculty work, causing unforeseen disruptions for faculty in achieving their instruction, research/scholarship/creative activity and service goals. The OSU leadership team remains committed to recognizing and rewarding high standards of excellence while at the same time acknowledging the impact of the COVID-19 pandemic on faculty activity and productivity in ways that cannot be foreseen. Additionally, many faculty are facing additional challenges because of caregiving duties, school closures, personal health concerns and other disruptions. As such, after seeking input from **tenure-track and non-tenure track faculty** representing all colleges, it was announced in May 2020 that continuing faculty would receive an automatic, one-year extension of their current appointment period with the option to opt out of the additional year if desired.

For tenure-track and non-tenure track (Adjunct, Clinical, Extension Specialist, Professional Practice and Teaching) faculty scheduled for a reappointment, promotion and/or tenure review during the 2020-2021 academic year, please communicate with your unit head early and often about the strength of your dossier and whether the additional year would be beneficial. If you plan to opt out of this automatic extension and be reviewed under your pre COVID-19 timeline, these early conversations will allow unit heads and/or departmental personnel committees to begin to assemble documentation for dossiers and/or to move forward with requests for external reviews.

Affirmation of Request to Opt Out of the Automatic One-Year Extension

Name: _____

Rank: _____

Department/School: _____

College: _____

Dates of current appointment period: _____

I have considered all options to utilize the automatic one-year extension as announced in May 2020 and, after consultation with my unit head, intend to opt out of the extension and submit my dossier for review during the current academic year, knowing this form confirms my decision to opt out will be included in my documentation file. Further, if recommendations made at the unit/college level during this review are negative and/or split, I understand it is my responsibility to work with my unit head and submit a written request to withdraw my dossier from the review process before it is transmitted to the Provost. (See FAQ #6 for details.)

Faculty Member Signature

Date

Frequently Asked Questions (FAQ)
COVID-19 Related One-Year Automatic Extension of Appointment Period
For Tenure-Track (TT) and Non-Tenure Track (NTT) Faculty

1. An Assistant Professor who, under the pre COVID-19 timeline, would be submitting their dossier in Fall 2021 for mandatory review for reappointment as an Assistant Professor, now plans to use the automatic one-year extension announced by the administration in May. Is there anything the faculty member needs to do to formally request this one-year extension?

No formal request for the extension is required. The decision to grant an automatic one-year extension was intended to minimize the risk for bias to occur during a future appraisal and/or reappointment review. The faculty member is encouraged to discuss this extension with their unit head so accurate departmental records may be maintained.

2. If the reappointment review for the Assistant Professor described above is successful and the faculty member's contributions remain at a high level, is it possible for the faculty member to submit a dossier for tenure and promotion during Year Six (pre COVID-19 timeline) rather wait until Year Seven of the adjusted COVID-19 timeline?

If, after consultation with the unit administrator, it is determined the faculty member meets and/or exceeds unit and college RPT criteria and the review for tenure and promotion will most likely be successful, the faculty member may submit materials during Year Six. Also refer to the information about stopping the review process in #6 below.

3. An Assistant Professor who, under the pre COVID-19 timeline, would be submitting their dossier in Fall 2021 for mandatory review for promotion to Associate Professor with tenure, now plans to use the automatic one-year extension announced by the administration in May. Is there anything the faculty member needs to do to formally request this one-year extension?

No formal request is required. The decision to grant an automatic one-year extension was intended to minimize the risk for bias to occur during a future appraisal and/or reappointment review. The faculty member is encouraged to discuss this extension with their unit head so accurate departmental records may be maintained.

4. A Teaching Assistant Professor (or other NTT title) who, under the pre COVID-19 timeline, would be submitting their dossier in Fall 2021 for reappointment review for another multi-year appointment, now plans to use the automatic one-year extension announced by the administration in May. Is there anything the faculty member needs to do to formally request this one-year extension?

As noted in #1 and #3 above, no formal request is required. Again, the faculty member is encouraged to discuss this extension with their unit head so accurate departmental records may be maintained.

5. An Assistant Professor in their first appointment period would like to move forward with the normal third-year reappointment review under the pre COVID-19 timeline and not take the extra year offered by the automatic extension. If the reappointment recommendation is positive, is it possible to defer the extra year to the second appointment period, extending the period from three to four years and moving the mandatory year for tenure and promotion review from Year Six to Year Seven?

No. The automatic COVID-19 extension cannot be deferred to a future appointment period; however, faculty have the option of requesting an extension under the two (2) existing options outlined in the Faculty Handbook, Sec 1.4.8., Extension of Probationary Period.

6. An Assistant Professor decides to move forward with their third-year reappointment review under the pre COVID-19 timeline and declines taking the extra year offered by the automatic extension. If reappointment recommendations at the unit and college levels are negative and/or split, is it possible for the faculty member to change their mind, stop the review process and accept the extra year before a final decision is made by the Provost?

Yes. Practice has been to allow a faculty member who requests early review to pull documentation, usually prior to transmittal of the dossier to the Provost, if recommendations within the college are negative and/or split. The faculty member then has the opportunity to resubmit materials during the adjusted COVID-19 year for mandatory review for reappointment, promotion and/or tenure.

Also consistent with past practice, if the faculty member does not choose to withdraw their dossier at the college level and a final, negative decision is made by the Provost, there will not be an opportunity to later request the extension and resubmit a dossier for review the following year. Consistent with current policy, the negative decision will result in a terminal contract. Please note that clear communication between the unit head and the faculty member is essential during these next few years. Junior faculty should be closely mentored on progress toward reappointment (or promotion and tenure) so what is described above (opt out and submit but later withdraw) is the exception rather than the norm.