OBJECTIVE: The University of Illinois Statutes provide that, “An initial appointment that begins after the eighth week of the academic year ordinarily does not count toward the probationary period of a faculty member on definite tenure nor does it ordinarily count as service in establishing eligibility for a sabbatical leave with pay, unless recommended and agreed upon in advance.” This policy further defines and clarifies the language “ordinarily does not count toward the probationary period.”

POLICY: The request to have the initial partial year count or not count toward the probationary period must be made at the time of the initial appointment on the tenure-track. It is very important for a faculty member to understand the implications of counting or not counting an initial year in which he/she provides less than a full year’s service, since the decision will affect the timing of their promotion and tenure review. Faculty who begin their appointments after the first semester or after one-half of an appointment year in the case of a twelve-month appointment, are strongly encouraged to not count this initial partial year. The department head/chair is responsible for conveying the understanding of these implications. The faculty member’s decision and the administrative approval, in the case of an exception, cannot thereafter be reversed.

If unusual circumstances exist with an initial hire after August 16, but prior to the ninth week where the faculty member wishes to delay the start of the tenure clock, the department head/chair may appeal in writing on behalf of the faculty member. Final approval of such a request must be given by the Provost.

APPLICABILITY: Tenure-track assistant professors.

PROCEDURE: Discussions between the faculty member and the department head/chair should occur regarding the appropriateness of counting or not counting an initial partial year appointment toward the probationary period. If it is determined that the year should count, the faculty member must make such a request in writing to the head/chair. The faculty member should be provided with a copy of this policy and the form Service Toward Completion of the Probationary Period (FPP 1000A). Form FPP 1000A must be signed by the faculty member and must be submitted to the department head/chair for approval. Form FPP 1000A must accompany the original appointment transaction that is submitted to Faculty Affair.
REFERENCES:
University of Illinois Statutes, Article X, Section I.b.(1)
Service Toward Completion of the Probationary Period Form FPP 1000A