UWG PROCEDURE NUMBER: 2.3.1, Time Limits for Tenure  
Authority: UWG POLICY 2.3, (Tenure)

The University of West Georgia (UWG) faculty, pursuant to the authority of UWG Policy 2.3, establishes the following procedures for compliance with UWG Policy 2.3 on Tenure:

The purpose of the procedure is to clearly communicate to UWG faculty the time limits for tenure.

A. Definitions

1. **Probationary credit** - See BOR Academic and Student Affairs Handbook, 4.4.1 Probationary Credit Toward Tenure.

B. Time Limits

1. Tenure may be awarded upon recommendation by the President upon completion of a probationary period as outlined in BOR 8.3.7.4.

2. A faculty member may request a one year extension per qualifying event of the tenure/promotion/post-tenure review clock in situations that are "qualifying events" as defined in the Family and Medical Leave Act (FMLA) but which do not necessarily result in the faculty member taking a formal leave of absence. Faculty members may also request extensions based on administrative appointments such as being named director of a program, chairing of a department, or an academic unit, and similar administrative assignments. Further exceptions include qualifying events which occur during summer sessions when the faculty member is not under contract. The total time for all extensions cannot exceed two years. These extensions may be granted by the President at his or her discretion pursuant to Board Policy 8.3.7.4.

   Faculty members may request this extension by submitting a letter and supporting documentation to their immediate supervisor as soon as it becomes clear that an extenuating circumstance has substantially impeded (or will impede) progress toward tenure/promotion/post-tenure review. The maximum leave of absence is defined in Board Policy 8.3.7.4. Such requests should normally be made within three months of the event.

3. The maximum credit towards the minimum tenure probationary period is stated in Board Policy 8.3.7.4.

4. The maximum time that may be served in the combination of full-time instructional appointments as instructor or professorial ranks, or at the rank of assistant professor or above without the award of tenure is defined in BOR 8.3.7.6.
5. The loss of tenure or probationary credit towards tenure is outlined in BOR 8.3.7.

C. Compliance

UWG follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails. (BOR Academic and Student Affairs Handbook, 4.4 Award of Tenure and BOR Policy Manual, 8.3.7 Tenure and Criteria for Tenure)

Recommended by the Provost, the 13th day of March, 2020.

[Signature, Provost]

Reviewed by President: [Signature, President]

Previous version dated: N/A

Rules committee approved February 2020