



University
of Houston
Clear Lake

Date: March 26, 2020

To: Ira K. Blake, Ph.D. *Approved IKB*
President, University of Houston- Clear Lake

From: Steven J. Berberich, Ph.D. *[Signature]*
Provost, University of Houston- Clear Lake

Re: Impact of Coronavirus Pandemic on Promotion and Tenure for Probationary Faculty

In response to the unprecedented challenges resulting from the coronavirus pandemic I make the following recommendations regarding extending the probationary period for probationary faculty herein defined as assistant professors and associate professors without tenure. This COVID-19 extension of the probationary period will proceed in the manner detailed below with the stated limitations and exclusions.

- All probationary faculty members in a full-time position during spring semester 2020 who are not currently going through the 2019-2020 promotion and tenure process will be offered the option to receive one additional year to their probationary period. This extension will be defined as a COVID-19 P&T extension.
- Eligible probationary faculty members must send an email to their dean requesting a COVID-19 P&T extension. Requests for these extensions will be accepted until 5pm, April 30, 2020. The dean will forward a list of a COVID-19 extension requests to the provost by 5pm, May 1, 2020. Once granted by the provost an extension cannot be reversed.
- Any probationary faculty member who has already been granted an additional year during the 2019-2020 academic year or has already received two additional years during their probationary period are ineligible for a COVID-19 P&T extension.
- Current pending requests from probationary faculty members for an extension under the present policy will be automatically converted to a COVID-19 P&T extension and approved. Those faculty are not required to submit a COVID-19 P&T extension request.