

*Office of Faculty Affairs and Services (OFAS)*  
**Opt-Out Notification – UPDATED – March 29, 2021**  
Extension of probationary period due to COVID-19

Spring 2020 semester, Provost Holloway, following consultations with the UNM Committee on Governance, UNM Academic Freedom and Tenure Committee, and with the endorsement of the UNM Faculty Senate Operations Committee, enacted an automatic one-year extension, due to the impacts of COVID-19, to the probationary period (“tenure clock”) for all currently appointed UNM tenure-track faculty, except those under review (AY 2019-20) and tenure-track faculty appointed Spring 2021.

Tenure-track faculty members may choose to opt out of the extension for the entire probationary period or may choose to opt out of one segment of the probationary period. Faculty are strongly encouraged to consult with their department chair as they contemplate their decision.

There are four options available for tenure-track faculty to consider. The **Opt-Out Notification** form must be submitted when faculty select options 1, 2, or 3. The form is not needed when option 4 is selected.

The options are:

- 1 –Maintain mid-probationary and P&T review dates as outlined in offer letter  
(opt out of extension for both segments – **form needed**)
- 2 –Maintain mid-probationary review and extend P&T review date  
(opt out of extension for first segment, and apply extension to second segment – **form needed**)
- 3 - Postpone mid-probationary review and maintain P&T review date  
(extension applied to first segment, opt out of extension for second segment – **form needed**)
- 4 - Postpone mid-probationary and extend P&T review date  
(extension to entire period – form is not needed)

While the extension is for one year, the **Opt-Out** form may need to re-submitted. For example, if a faculty member selects option 1 and following the mid-probationary review determines an extension of the P&T review date is desired, they may re-submit the form and select option 2.

Tenure clock - year	<b>Option 1</b> Maintain Schedule in Letter of Offer  Submit Opt-Out form	<b>Option 2</b> Keep Mid-Pro/Extend Tenure –  Submit Opt-Out form	<b>Option 3</b> Postpone Mid-pro/Maintain Tenure –  Submit Opt-Out form	<b>Option 4</b> Postpone Mid-pro/Extend Tenure –  Form not needed
<b>Check the box</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>One</b>	Start			
<b>Two</b>				
<b>Three</b>	Mid-Pro	Mid-Pro		
<b>Four</b>			Mid-Pro	Mid-Pro
<b>Five</b>				
<b>Six</b>	P&T		P&T	
<b>Seven</b>		P&T		P&T

Faculty should submit this form to their department chairs, noting the deadlines for department submission to the School/College leadership. The Opt-Out Notification form should be submitted to the Senior Vice Provost by May 15 (for P&T) and August 30 (for mid-pro).

Faculty Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_ Department: \_\_\_\_\_ College/School: \_\_\_\_\_

UNM Email address: \_\_\_\_\_

In signing this, the faculty member acknowledges that opting out of the tenure clock extension does not result in automatic or de facto tenure.

Faculty member: \_\_\_\_\_ Date: \_\_\_\_\_

Department chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Sr. Vice Provost: \_\_\_\_\_ Date: \_\_\_\_\_