



**CALIFORNIA STATE UNIVERSITY, LONG BEACH**

**OFFICE OF FACULTY AFFAIRS**

**TO: Malcolm Finney  
Interim Associate Vice President for Faculty Affairs**

**SUBJECT: REQUEST TO EXTEND PROBATIONARY PERIOD DUE TO COVID-19 IMPACT**

I hereby request a one-year extension of my probationary period and postponement of my periodic or performance review scheduled for the 2023-2024 academic year due to the impact of COVID-19. I am aware and acknowledge that the following conditions will apply to an extension of my probationary period due to COVID-19 impact:

1. This request will extend my normal probationary period one (1) year beyond the normal probationary period of six (6) years and this extension is irrevocable.
2. Only one extension of my probationary period due to COVID-19 will be granted.
3. I will be responsible for submitting a C-19 Professional Development Plan in academic year 2023-24 by December 20, 2023.
4. My standard schedule of review will resume in academic year 2024-25.
5. A request for tenure and/or promotion during my original final probationary year, or earlier, will be considered an early request and subject to the appropriate enhanced criteria for early tenure and promotion.
6. It is my responsibility to consult with my department chair, associate dean, or dean in making this choice. I understand that my chair, and dean will need to acknowledge that they are aware of my request.

**Note: This request must be received by September 1, 2023.**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**EMPLOYEE ID**

\_\_\_\_\_  
**DEPARTMENT**

\_\_\_\_\_  
**DEPARTMENT CHAIR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DEAN**

\_\_\_\_\_  
**DATE**

*To inform Faculty Affairs that you have elected an extension to your probationary period for 2023-2024, enter your name, employee ID, department, and date; then email the form to your department chair. The department chair enters their name and date on the form, which acknowledges they are aware of the probationary extension, and then the chair emails the form to the Dean. The Dean enters their name and date on the form, which acknowledges they are aware of the probationary extension, and then emails the completed form to Faculty Affairs at [COVID19-Faculty-Info@csulb.edu](mailto:COVID19-Faculty-Info@csulb.edu) by September 1, 2023. All emails must be sent from and to a **CSULB** email address. Requests from non-CSULB email addresses will not be accepted.*