

TIMELINE ADJUSTMENT FOR PROMOTION AND/OR TENURE

(formerly known as "Tenure Reduction Form")

FACULTY INFORMATION

NAME: _____ **U-NUMBER:** _____
FIRST MIDDLE LAST U00123456

COLLEGE/SCHOOL: _____

DEPARTMENT: _____

PLEASE CHECK ONE (1):

- TENURE UPON APPOINTMENT****
- PROMOTION TIMELINE** **TIMELINE REDUCTION** _____ **YEAR(S)**
- TENURE TIMELINE *** **TIMELINE REDUCTION** _____ **YEAR(S)**
- TENURE & PROMOTION TIMELINE *** **TIMELINE REDUCTION** _____ **YEAR(S)**

* WILL THIS REDUCTION RESULT IN A CHANGE IN THE INDIVIDUAL'S MID-TENURE REVIEW TIMING? YES NO

IF YES, INDICATE THE ADJUSTED MID-TENURE YEAR: _____
(YEAR ONLY – 20XX)

JUSTIFICATION REQUIRED

PLEASE SUBMIT YOUR CV AND JUSTIFICATION, ALONG WITH THIS FORM TO PROVOST@MEMPHIS.EDU.

**Please reference [Section 4.9.3A in the Faculty Handbook](#) regarding procedures for Tenure Upon Appointment. Tenure Upon Appointment requires review from department/college T&P committee with written acknowledgment and agreement of proposed rank.

RECOMMEND APPROVAL

RECOMMENDED

CHAIR SIGNATURE DATE (MM/DD/YYYY) YES

DEAN SIGNATURE DATE (MM/DD/YYYY) YES

APPROVAL

APPROVED

PROVOST SIGNATURE DATE (MM/DD/YYYY) YES

THIS ADJUSTED TENURE AND/OR PROMOTION APPLICATION SUBMISSION WILL BE FALL:
** TO BE COMPLETED BY PROVOST* _____
(YEAR – 20XX)