

**LOYOLA UNIVERSITY NEW ORLEANS**  
**Office of the Provost**

Request to Extend Tenure Review Option Form  
(Applicable to Parental Leave only)

Form shall be filed with the Office of the Provost no later than the beginning of the academic year following the date of the birth/adoption. No request may be made after June 15 preceding mandatory tenure review year.

Name: \_\_\_\_\_

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

Department: \_\_\_\_\_

Check to acknowledge the birth or adoption of a child. Faculty will automatically receive a one year extension of the mandatory review year.

Current Mandatory Tenure Review Year: \_\_\_\_\_

New Mandatory Tenure Review Year: \_\_\_\_\_

No signature is required for parental extension.

**To Waive Extension**

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If faculty member wishes to waive the extension, the individual should check the box and sign. Forward signed copy of waiver of extension to Office of Provost.

Check to waive automatic extension.

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date