



Postponement of Reappointment, Tenure, and Promotion and Post-Tenure Review

According to UNCW policy 03.240, individuals may request postponement of RTP or PTR with qualifying circumstances due to reasons related or unrelated to medical circumstances. As a faculty member on Disability Leave or FMLA Salary Continuation Status, you are entitled to postpone your mandatory personnel action date for up to one year. This extension postponement is granted automatically for one year. Please note faculty may apply for RTP after a two year minimum probationary period as outlined in the UNCW Faculty Manual, Chapter IV, Article IV: *Policies on Appointment, Promotion, and Tenure*.

Please download and complete the form below, sign the form to verify your application, and forward to your department chair/school director for approval, who will route to the next approvers. Signatures confirm approval and awareness of adjustments made in mandatory personnel action dates.

Faculty Name	Banner ID
College/School	Department/School
Current Academic Rank	Current Tenure Status
Next Mandatory Decision	Next Mandatory Personnel Action Date
Reason for Request	

If you selected "Non-medical other," please provide a justification below.

If you selected "Medical/FMLA, please attach a copy of the *Notice of Eligibility and Rights & Responsibilities* document with HR approval.

Required Signatures

Faculty Member

Chair/Director

Dean

Assoc. Provost for UEFA