

UNIVERSITY of PENNSYLVANIA

Extension of Non-Standing Faculty Appointment/Teaching Relief

The [Faculty Parental Leave and Teaching Relief Policy](#) encompasses both the availability of the University's Paid Parental Leave Policy and additional teaching relief for specified faculty that recognizes the unique demands of teaching semester-length courses. The updated policy can be found in [Section II.E.4](#) of the Faculty Handbook.

An individual in eligible tracks who is responsible for teaching semester-long courses or the equivalent, is the caregiver of a child newly arrived in their home through birth, surrogacy, or adoption, is employed full-time, and has at least one year of continuous and contiguous full-time employment at Penn is entitled, without reduction in pay, to an academic semester (approximately 14 weeks) without teaching duties.

Associated faculty (including practice faculty) and academic support staff who receive semester-length teaching relief under this policy will have their term of appointment extended by the length of the parental teaching relief. The faculty member and their school must complete this form and transmit it to the department chair, Dean and Provost's office, within one year of the qualifying event.

I request a semester long extension to the appointment due to the following qualifying event: A child has been born, adopted, or placed for foster care.

I affirm that I serve as the primary or co-equal parental caregiver of a new child.

Name of child: _____ Date of Birth/Adoption/Placement: _____

Requesting Faculty Member's Name: _____

Faculty Title: _____

School: _____ Department (if any): _____

Requested Academic Semester and Year of Teaching Relief: _____

For Practice Faculty who have given birth only: Requested Second Academic Semester and Year of Teaching Relief: _____

Proposed Appointment End Date with the Appointment Extension: _____

Signature: Requesting Faculty Member Date

To be completed by the Department Chair and Dean

Check here if department does not exist

I certify that I have read this notice to extend the appointment period and will update the System of Record regarding the appointment end date.

Department Chair's Signature Date

Dean's Signature Date