

INTERIM POLICY: REQUEST TO STOP THE TENURE CLOCK

Effective 12/17/07

A committee has been appointed to develop a policy and process to stop the tenure clock for tenure track faculty who are faced with critical life issues that would substantially interfere with the fulfillment of their faculty responsibilities in the areas of teaching, research and service. It is understood that both men and women may struggle to balance difficult work and life issues, such as a catastrophic illness or being the primary care-giver for a seriously ill or injured family member.

This interim policy will be in effect to address such issues while the committee completes its work.

The process includes:

1. The probationary faculty normally must submit a written request to the Dean.
2. A reason must be provided for the request, explaining the critical life issue that interferes with the fulfillment of faculty responsibilities.*
3. The tenure-track faculty member must be making satisfactory progress toward tenure as evidenced by:
 - a. positive annual review(s)
 - b. positive reappointment review (if applicable)
 - c. endorsement to stop the clock from the department faculty
 - d. endorsement to stop the clock from the department chair or director
 - e. endorsement to stop the clock from the college promotion and tenure committee
4. The Dean must provide a written request to the VPAA to stop the tenure clock. Included with the request:
 - a. his/her positive endorsement to stop the tenure clock; and
 - b. all documents referenced above in 1-3a-e
5. The VPAA will submit a letter of approval or denial.

The tenure clock may be stopped once during the probationary period.

**The faculty member must provide enough information to explain the request without disclosing specific medical diagnosis.*