



Request to Stop the Tenure Clock for Exceptional Life Circumstances

Per article 9(B)(3)(b) of the AFUM contract, in the case of personal or professional life circumstances, (e.g., personal illness, caring for a family member, etc.), a faculty member may request a one-year extension of the probationary period.

- The tenure clock may be extended more than once during the probationary period. However, the total of all extensions under Article 9(B)(3)(a) and (b) may not exceed two years.
- Stopping the tenure clock does not change the timetable or cycle for future reappointments as described in Article 7 of the AFUM contract.

A faculty member who wishes to extend the probationary period due to exceptional life circumstances shall complete this form and submit it to (a) the unit or department's chair or director, (b) who must then review and submit to the appropriate dean's office, (c) who must then route to the Provost's Office for final approval. The faculty member must complete this form and forward it to the appropriate department chair or director on or before September 1 of the academic year in which the extension will apply. The Provost will notify the faculty member of the approval or denial of the request on or before September 15 of the academic year in which the request is received.

Faculty members who receive an extension of the probationary period have the option of reverting to the original tenure timeline (or to revert to a one-year extension if there have been two years of extension). The faculty member wishing to revert to the original tenure timeline should inform his/her peer committee before submitting reappointment materials in the spring prior to when they intend to apply for tenure. The faculty member should indicate his/her intention to revert to the original timeline (or to revert from two-years to one-year extension) in a memo to his/her peer committee chair with copies to the department chair. When the faculty member's promotion and tenure application is reviewed, it will not be considered an "early" application.

Faculty members considering an extension of the probationary period are also encouraged to contact the Offices of Equal Opportunity and Human Resources to investigate whether other University policies and/or state/federal laws may apply under the circumstances, and to discuss the particular situation.

Note that if a request related to a faculty member's own health condition is submitted, the applicant must forward a copy of the request to the Office of Equal Opportunity.

All entities must review the completed application.

If the request involves a faculty member's own health condition, any administrator who is considering denying the request at any level must consult with the Office of Equal Opportunity before doing so.

Name: _____

Department/Unit: _____

College: _____

Period of Tenure-Clock Extension:

Reason for Extension: _____

Beginning Date: _____ Ending Date: _____

Applicant's Signature: _____ Date: _____

<u>Chair/Director</u>	<u>Dean</u>	<u>Provost</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied – reason:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied – reason:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied – reason:
Signature	Signature	Signature
Date	Date	Date
cc: Applicant Peer Committee		