

**Tenure-Clock Extension Policy – For one year for qualifying “Life Event”
(maximum of 2 years)**

The tenure clock may be extended for any of the following life events: upon the birth of the employee's child; upon the placement of a child with the employee for adoption or foster care; when the employee is needed to care for a child, spouse, or parent who has a serious health condition; or when the employee is unable to perform the essential functions of his/her position because of a serious health condition as outlined in the FMLA policy.

This policy would provide:

- A faculty member experiencing one of the listed situations or conditions could after consultation with provost and departmental chair delay tenure for an academic year;
- Under mitigating circumstances and after consultation with provost and departmental chair, a second year might also be granted.

Extensions of the pre-tenure period are subject to the following conditions:

1. Automatic Extensions

A one-year extension of the pre-tenure period will be granted automatically for the following reasons:

- a. the birth or adoption of a child; or
- b. the death of the faculty member's spouse or child.

2. Discretionary Extensions

A one-year extension of the pre-tenure period may be granted on a discretionary basis if requested by a faculty member for circumstances that significantly impede progress toward tenure, such as:

- a. a serious health condition of the faculty member; or
- b. a serious health condition of the faculty member's child, spouse, or parent, for whom the faculty member is required to provide significant caregiving; or
- c. other extraordinary circumstances beyond the control of the faculty member.

For both automatic and discretionary extensions of the pre-tenure period, the faculty member must submit a Tenure Clock Extension Form to the Provost as soon as possible after the qualifying event or circumstance, but in no case later than September 15 of the penultimate year of the probationary period. If the Provost has not been notified in this manner, the probationary period remains unchanged.

Extensions of the pre-tenure period for any reason will normally be limited to a total of two years. Tenure candidates who have been granted an extension of the pre-tenure period will be reviewed under the same academic standards as a candidate who has not had an extension.

**Office of the Provost
TENURE CLOCK EXTENSION FORM**

Name _____

Department _____ College _____

Dates of your initial pre-tenure period _____

Details of any previously approved changes in your pre-tenure period _____

Please check the appropriate box below and attach documentation of the relevant event or circumstances. In the case of a Requested Extension, please also attach a statement outlining the reasons for your request.

Automatic Extension

A tenure-track faculty member is eligible for an automatic one-year extension of the pre-tenure period for the birth or adoption of a child, or the death of a spouse, or child.

Requested Extension

A tenure-track faculty member may request a one-year extension of the pre-tenure period for his or her serious health condition; for a serious health condition of her or his child, spouse, or parent; or for other extraordinary circumstances beyond her or his control that could significantly impede progress toward tenure.

SIGNATURES

Please attach additional comments as necessary. In the case of a denial, the department chair and dean must include a written justification.

_____	_____		
Faculty Member	Date	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny*
_____	_____		
Department Chair	Date	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny*
_____	_____		
Dean	Date	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny*
_____	_____		
Provost	Date	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny*

* Note that approval is automatic in cases of childbirth or adoption, or the death of a spouse or child.