

## **Stop the Tenure Clock Procedure**

Duration: Normally for one academic year.

### Process

- 1) Department submits to Dean's Office – currently Gena Hoch letter/memo from the faculty memo requesting to stop the tenure clock letter/memo from the Chair stating whether the Chair endorses the request with a line for the SEAS Associate Dean for Faculty Affairs to indicate his approval.
- 2) The two letters/memos will be reviewed with the SEAS Associate Dean for Faculty Affairs to determine if he/she agrees. If so, the Associate Dean will sign indicating approval.
- 3) The two letter/memos will be sent back to Department to do the ePTF. The ePTF will change the faculty member's payroll title from Assistant Professor to Research Assistant Professor or from Associate Professor to Research Associate Professor. The qualifier Research is used to preserve the eligibility to be a PI. The two letters/memos should be attached to the ePTF and routed through the normal channels. The Dean's Office will route the ePTF through the Provost Office which allows the Vice Provost for Faculty Affairs to approve it.
- 4) Department can monitor the progress of the ePTF to determine when it has been fully approved.