

# Request to Stop Tenure Clock

Name:

Department:

Semesters requested:

Fall:

Spring

Current appointment:

1<sup>st</sup> 2-year

2<sup>nd</sup> 2-year

final 3-year

end date:

New tenure review semester:

## FOR CRITICAL LIFE EVENTS:

Maternity/Paternity/Adoption/Foster Placement

- Complete this form
- Complete "*Request to Stop the Clock .... for Birth/Adoption/Foster Care Placement of a Child*" form
- Submit an eptf leaving the title as Assistant Professor, but indicating 'clock stop' on the appointment screen. Add a note that clock is stopping for maternity/paternity/etc.
- Attach form and submit to SEAS Review.

- OR -

Personal Illness/Injury, or Care for an Immediate Family Member

- Complete this form
- Submit faculty request and Chair's recommendation with this form
- Draft an eptf changing title to Research Assistant Professor, change tenure status to 'non-tenure, indicate 'clock stop' on appointment screen
- Attach above documents to eptf and submit to SEAS Review

## FOR SPECIAL OR EXTENUATING CIRCUMSTANCES

- Complete this form
- Complete the "*Request to Stop Clock under Special Circumstances*" form
- Attach faculty request and Chair's recommendation to the form and submit to the Dean's Office. We will submit the request, along with the Dean's recommendation, to the Vice Provost for Faculty Affairs for approval
- Draft an eptf changing title to Research Assistant Professor, change tenure status to 'non-tenure, indicate 'clock stop' on appointment screen, and submit to SEAS Review

## APPROVAL

I have reviewed and support this request to stop the tenure clock.

\_\_\_\_\_  
Chair's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean's signature

\_\_\_\_\_  
Date