

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## EXTENSION OF THE TENURE CLOCK

<b><u>Number</u></b>	02.01.63
<b><u>Division</u></b>	Academic Affairs
<b><u>Date</u></b>	February, 2017
<b><u>Purpose</u></b>	To provide additional flexibility for tenure-track faculty members and to acknowledge that anticipated or unanticipated life events may hinder faculty members from fully demonstrating their professional qualifications for tenure within the normal probationary period.
<b><u>Policy</u></b>	Full-time tenure-track faculty members are eligible for an extension of the maximum probationary period of up to two years. Maximum probationary period may not exceed eight years.

### **Procedures**

#### **I. Eligibility**

All full-time tenure-track faculty members who have been reappointed for the following year. Eligibility begins on date of hire.

#### **II. Procedures**

The notification/request for extension of the tenure clock is submitted to the Department Chair or Dean, as appropriate, and will be reviewed in sequence by the Department Chair, Dean and Associate Provost. For automatic cases, the notification is acknowledged and a letter is sent to the faculty member granting an extension of the tenure clock. For cases where extensions of the tenure clock are requested, each level of review must approve or disapprove the request and send the request forward to the next entity to review. The Associate Provost sends a letter to the faculty member notifying the faculty member as to whether the request for an extension to the tenure clock has been approved. If the request has not been approved, then the faculty member may appeal the decision to the Provost.

#### **(a) Option A: Automatic one-year extension of maximum probationary period**

- In cases of birth or adoption of child
- Notification and documentation **required\***

#### **(b) Option B: Requested one-year extension of maximum probationary period**

- In cases of serious illness of self or close family member; death of a close family member; or other relevant circumstances
- Request, justification, and documentation required\*

**(c) Option C: Provost approved one- to two-year extension of maximum probationary period**

- In exceptional circumstances as deemed appropriate and necessary

**(d) Basic Principles**

- Notification or request for tenure clock extension must be within 12 months of event.
- The maximum probationary period may not be extended more than two times.
- Faculty may still be considered for tenure prior to the penultimate year and not be considered as an early request for tenure.
- Faculty with tenure clock extensions are evaluated as if their probationary period were the normal length.
- Faculty may appeal a denial of a requested extension to the Provost.

\*Letters of request and certification documents should not include any specific information regarding medical history of the faculty member or a family member, including specific manifestation of diseases and disorders.

**Review** This policy will be reviewed by Academic Affairs as needed.

**Approval**


  
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 Chief University Counsel

3/2/2017  
 Date

  
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 Provost and Executive Vice President for Academic Affairs

3/2/2017  
 Date

**APPROVED:**

  
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 President

3/6/2017  
 Date