

## 2008 Tenure Clock Extension Policy

The Office of the Provost recognizes that there may be compelling circumstances that may result in the practical impossibility of the faculty member to carry out the professional development required during the normal probationary (pre-tenure) period.

### I. Requests for Extension to be Granted with Satisfactory Documentation

A. Upon submission of satisfactory documentation, a one-year extension of the tenure clock will be granted upon written request to the Office of the Provost (through the Department Chair and College Dean) for faculty

- because of a birth or adoption. Births or adoption of more than one child at a time will result in a single year of tenure clock extension; OR
- who have taken an approved medical leave for at least three consecutive months.

B. Any request for a tenure clock extension due to a leave based on a medical condition must be supported by medical documentation, coincidentally submitted to HRM/Benefits. Medical documentation will be maintained confidentially in HRM/Benefits. The Office of the Provost will evaluate the request and will confirm with HRM/Benefits that it has received proper **medical** documentation to support the request.

### II. Requests to be Considered for Extension

Requests for tenure clock extension, except for the reasons provided in Section I of this policy, require submission of satisfactory documentation, and may be granted on review and consideration by the Department Chair, Dean, and Provost. Under Section II, a faculty member who takes a leave under the Family and Medical Leave Act (FMLA) for reasons other than birth, adoption, or his/her own medical reasons (for example, to care for a family member), or who have other family-related responsibilities, may request an extension of the tenure clock. Requests for extensions must include an explanation and documentation of the family-related responsibility.

The University's Medical/Sick Leave policy requires that medical documentation must accompany any request for a leave based on a family member's medical condition. Supporting medical documentation will be maintained confidentially in HRM/Benefits. The Office of the Provost will evaluate the **basis for the request only**, and will confirm with HRM/Benefits that **it has received** proper documentation to support the request.

### III. Steps Applicable to all Requests

A. **With exception of medical emergencies**, all requests for tenure clock extension, as described above in Sections I and II are subject to the following two conditions, both of which must be met: (1) the request for extension must be made in writing within one (1) year of the commencement of the situation that gives rise to the request; and (2) the request for extension **must be submitted no later than one year before tenure evaluation begins**. Please see examples:

- Ex. 1. Faculty member has a baby on January 1, 2007 and seeks an extension of the tenure clock due to the birth of the child. Faculty member's tenure review is scheduled to begin on

September 1, 2008. Therefore, faculty member's application for tenure clock extension must be submitted no later than September 1, 2007.

- Ex. 2. Faculty member takes a medical leave beginning on July 1, 2007 and seeks an extension of the tenure clock. Faculty member's tenure review is scheduled to begin on September 1, 2008. Therefore, faculty member's application for tenure clock extension must be submitted by September 1, 2007.
- Ex. 3. Faculty member seeks an extension of the tenure clock due to responsibilities for caring for an ill family member beginning on October 1, 2007. Faculty member's tenure review is scheduled to begin on September 1, 2009. Therefore, faculty member's application for tenure clock extension must be submitted by September 1, 2008.

**B.** All requests must be first submitted to the Department Chair. The Chair, Dean, and Provost each must consider the request and make a recommendation within **five University business days of receipt of the request**. Leaves approved by HRM do not independently result in a tenure clock extension. A faculty member **must still** submit a written request for an extension, as described in this paragraph, Section III, B.

**C. For any additional subsequent extension sought, a faculty member must apply for and gain approval using the same process as described herein.**

**D.** Faculty members who receive a one-year extension for their tenure consideration will not be subject to any additional expectations of scholarly productivity **due to** the granting of that extension period. Thus, upon his/her tenure review, the scholarly productivity of a faculty member who is granted a one-year tenure clock extension will be evaluated according to the same expectations as for a faculty member being considered for tenure during the sixth full-time year at Northeastern.