



State University of New York at Fredonia

Request to Pause the Tenure Clock

Pausing the tenure clock may be requested either in conjunction with or separate from a request for a leave or an adjustment of professional obligation. This form is solely for the purpose of requesting a stop to the tenure clock for a fixed period of time; requests for Title F leaves or adjustments of professional obligation are handled in separate processes. If the request is approved, the faculty member will not be reviewed during the stoppage. During the time that the tenure clock is paused, the faculty member is appointed as a Visiting Assistant/Associate Professor or Visiting Senior Assistant/Associate Librarian.

Before completing this application, faculty should read carefully SUNY Fredonia's *Handbook on Appointment, Reappointment, and Promotion* for information about the process of pausing the tenure clock.

| | |
|---------------|---------------------------------|
| Full Name: | [Type FIRST and LAST name here] |
| Department: | [Type DEPARTMENT here] |
| Current Rank: | [Type RANK here] |

BASIS OF ELIGIBILITY

Start Date of Academic Appointment (full-time, tenure-track) at SUNY Fredonia: [Type date here]

Start Date of Requested Pause of Tenure Clock: [Type date here]

End Date of Requested Pause of Tenure Clock: [Type date here]

PURPOSE

Indicate the purpose(s) for which a pause to the tenure clock is being requested:

- Physical or mental illness or other physical condition
- Pregnancy, adoption, or foster child placement
- Substantial caregiver responsibility
- Military service or obligations for self or partner
- Legal concerns
- Pursuit of an advance degree
- Other

Provide here a brief description (up to 250 words) of the reason for the requested pause of the tenure clock. Attach any supporting documentation.

Type description of reason for request here.

ACKNOWLEDGMENT

It is understood, in requesting that the tenure clock be paused, that

- 1) I am progressing well toward review for continuing appointment but would like to pause the tenure clock so that I can attend to the personal situation described above.
- 2) If this request is approved, my title will be changed to Visiting Assistant / Associate Professor or Visiting Senior Assistant / Associate Librarian for the time that the tenure clock is paused. My salary and benefits will remain the same, and I will continue to be in the United University Professions (UUP).
- 3) Accomplishments during the time that the tenure clock is paused (including courses developed/taught, service responsibilities, and scholarly/creative work) will be part of the record I bring forward in review for continuing appointment.
- 4) Any change in this request (following its approval) must be submitted in writing to the Chair and then approved by the Chair, Dean or Library Director, Provost, and President.
- 5) The tenure clock will be restarted at the date on this signed request. If my circumstances at that time prevent me from returning to the tenure clock, I would need to complete a new request and have approval for the dates of the extension.

[Type signature(s) here or delete to allow for written signature(s)]

[Type date here]

Faculty Signature

Date

Chair Recommendation

- I support this request for a pause of the tenure clock for the time period requested.
- I support this request for a pause of the tenure clock but with the exceptions/changed noted in the comments below.
- I do not support this request for a pause of the tenure clock.

Additional Comments from the Chair:

[Type Chair's comments here]

[Type signature here or delete to allow for a written signature]

[Type date here]

Chair Signature

Date

Dean or Library Director Recommendation

- I support this request for a pause of the tenure clock for the time period requested.
- I support this request for a pause of the tenure clock but with the exceptions/changed noted in the comments below.
- I do not support this request for a pause of the tenure clock.

Additional Comments from the Dean or Library Director:

Type comments here:

| | |
|---|-------------------------|
| [Type signature here or delete to allow for a written signature] | [Type date here] |
| <i>Dean or Library Director's Signature</i> | <i>Date</i> |

Provost Recommendation

- I support this request for a pause of the tenure clock for the time period requested.
- I support this request for a pause of the tenure clock but with the exceptions/changed noted in the comments below.
- I do not support this request for a pause of the tenure clock.

Additional Comments from the Provost:

Type Provost's Comments here

| | |
|---|-------------------------|
| [Type signature here or delete to allow for a written signature] | [Type date here] |
| <i>Provost Signature</i> | <i>Date</i> |

President Decision

- I approve this request for a pause of the tenure clock for the time period requested.
- I approve this request for a pause of the tenure clock but with the exceptions/changed noted in the comments below.
- I do not approve this request for a pause of the tenure clock.

Additional Comments from the President

Type President's Comments here

[Type signature here or delete to allow for a written signature]

[Type date here]

President Signature

Date

This entire completed document is to be forwarded to the President, with copies sent to the Employee, Chair, Dean/Library Director, Provost and Vice President for Academic Affairs, and Director of Human Resources.

Rev. 6/15/12