



TENURE-SYSTEM FACULTY

EXTENDING THE TENURE CLOCK

The College assists pre-tenure faculty requiring extensions to the tenure clock during their first or second probationary appointment. Some extensions are automatic (e.g., childbirth/adoption), others (justifiable constraints) require multi-level review and approval.

Automatic extensions

Pre-tenure faculty may request a *one-year* extension of their tenure clock due to **childbirth or adoption** of a child under six years of age or for the following **reasons**:

- *Leaves of absence* with or without pay that are one semester to twelve months.
- *Changes in appointment* to 50% time or less for one year.
- *Immigration/visa status* that does not permit the award of tenure for candidates who have been recommended for tenure.
- An extension recommended as an outcome of a *hearing and/or appeal* conducted pursuant to the Faculty Grievance Policy.
- The *impact of COVID-19* for any probationary faculty member who: a) was in the tenure system at MSU as of Spring 2020 scheduled for a reappointment or tenure review, or b) has an employment start date in the tenure system from Summer 2020 through August 15, 2023.

+ Due date:

- o As soon as possible, but **no later than the next mandatory review** due date.
- o For childbirth/adoption, the request must be submitted **within two years** of the event.

+ Restrictions:

Childbirth/adoption requests are limited to **two separate, one-year extensions** during the probationary period.

+ Process:

- 1) The faculty member makes the request to their department chair *in writing* (see [Automatic Tenure Clock Extensions](#) letter template for childbirth/adoption).
- 2) The department chair signs the letter and sends it to the dean's office (NatSci.RPT@msu.edu), which will forward it to the Office of the Provost.

Non-automatic extensions (review required)

Serious constraints to progress may justify additional extensions to the probationary appointment. Examples:

- Childbirth or adoption
- Care of an ill and/or disabled child, spouse, or parent
- Personal illness
- Receipt of prestigious awards, fellowships, and/or special assignment opportunities
- Other such serious constraints (e.g., infrastructure delays, impacts of the federal transition)

Requests for such extensions require review and endorsement by the unit, college, Office of the Provost, and the [University Committee on Faculty Tenure \(UCFT\)](#), which makes the final decision. This multi-level review process will consider 1) whether the circumstances justify an extension of the probationary appointment as an **exception** to the standard procedures governing the tenure system, and 2) whether the proposed decisions are consistent with preservation of the **integrity of the tenure system**.

+ Due date:

As soon as possible and **prior to the next mandatory review** due date.

+ **Restrictions:**

Request must be submitted **no later than the next mandatory review** due date.

+ **Process:**

1) **Unit's endorsement**

The faculty member and department chair submit to the Dean's office (NatSci.RPT@msu.edu) a **single, bookmarked PDF file** with the following documents:

- *Optional: Letter from the faculty member* explaining the specific constraint and impact on progress. Alternatively, the faculty member may sign the letter of endorsement from the chair.
- **Letter of endorsement from the department chair** stating
 - o the specific reason that justifies an exception to the standard procedures governing the tenure system, and
 - o an explanation of the impact of the specified condition on the normal activities of the faculty member.
- A **mentoring plan** (in the letter or as a separate document) explaining how the department/unit will support the faculty during the extended period. It needs to specify: 1) What is expected to be achieved at the end of the requested extension, including the prospects for success and 2) a description of the resources and/or proposed changes that will be made to facilitate success.
- Current **curriculum vitae**.
- **One-page summary of prior assignments** in teaching, research, outreach, and administrative duties during the previous three years for the faculty member seeking the extension.
- Written documentation from the department that their **peer review committee** (e.g., the department's RPT committee) reviewed the extension request and had an opportunity to render advice as appropriate. This could be an email from the RPT committee chair in the unit. The committee's approval is not necessary.

2) **College's endorsement**

The Associate Dean for Faculty Affairs and Development will review the request and recommend revisions, as appropriate.

Once endorsed by the Associate Dean, the request will be reviewed by the dean. A letter of endorsement from the dean will be added to the dossier before submission to the Office for Faculty and Academic Specialists Affairs (FASA).

3) **FASA and UCFT review**

The FASA team will review the dossier for compliance and schedule its review at the next available meeting of the UCFT (see [UCFT meeting dates](#)). At least one week is needed for requests to be reviewed by the committee for discussion at their next scheduled meeting.

+ **Forms, templates & checklists**

- o [Automatic Tenure Clock Extensions](#) letter template for childbirth/adoption

+ **Guidelines & policies**

- o FASA tipsheet on [Extending the Tenure Clock Request Process](#) - Please note that it does not include college-specific requirements.
- o MSU [Extending the Reappointment/Promotion/Tenure Review Timeline \(Extending the Tenure Clock\)](#) policy (Faculty Handbook).