# **Template for automatic tenure clock extensions**

DATE

TO: Chair

FROM: Faculty Member Requesting an Automatic Extension

RE: Request for Automatic Extension of the Tenure Clock

Please consider my request for a one-year extension of the tenure clock due to the birth/adoption of my child [name]. The child was born/adopted on [date]. Expand explanation as appropriate.

(Insert Signature)

[name], Faculty

[department]

[date]

**Concurrence:**

(Insert Signature)

[name], Chair

[department]

[date]

(Insert Signature)

Eric L. Hegg, Dean

College of Natural Science

[date]