# **Template for automatic tenure clock extensions**

## Policy notes:

Stopping the tenure clock is automatic *if an extension is requested when a child under the age of six enters the household* (either through birth or through adoption, for either or both parents who are MSU tenure system faculty members), or in cases in which a faculty member has taken a leave of absence with or without pay (for at least one semester), has a change of appointment to 50% time or less (for one year), has immigration/visa status that does not permit the award of tenure, or when an extension is recommended as an outcome of a hearing and/or appeal conducted pursuant to the Faculty Grievance Policy.

* In cases where the extension is automatic, the faculty member should make the request for an extension in writing as soon as possible after the birth of the child. The request should be relayed by the department chair to the dean’s office, which will forward it to the Office of the Provost.

## Letter Template:

DATE

TO: Chair

FROM: Faculty Member Requesting an Automatic Extension

RE: Request for Extension of the Tenure Clock

Please consider my request for a one-year extension of the tenure clock due to the birth of my child. The child was born on XX. Expand explanation as appropriate.

Concurrence:

(Insert Signature)

XX, Chair

Date

(Insert Signature)

R. James Kirkpatrick, Dean

Date