

## APPENDIX G

### GUIDELINES FOR STAYING OF THE PROVISIONAL TENURE PERIOD

1. A faculty member desiring a temporary staying of the provisional tenure period must submit such a request in writing through:
  - a. the department head and the dean; and,
  - b. to the Executive Vice President and Provost.

Although the final decision on the granting of this request shall rest with the Executive Vice President and Provost, he/she shall confer with appropriate academic administrators and with the faculty member as needed. Further, the Executive Vice President and Provost may impanel a special faculty review board to advise him/her on the merits of individual requests.

2. Whenever possible, the request should be submitted prior to the start of the tenure year in question. If a request is submitted after the start of the tenure process, it may not be approved for that year but could be considered for the following year in the tenure cycle. Requests will be reviewed in a timely manner; individuals presenting requests will be notified of approval or denial as quickly as possible.
3. The intent of this temporary staying of the provisional period is to ensure equity in the tenure system. If extenuating circumstances prevent a faculty member from having an equal opportunity to have his/her academic record upheld during the tenure review, he/she should qualify for this exception. Therefore, the primary purpose of the policy is to create an equal opportunity for all provisional faculty. It is not intended to improve his/her teaching record or scholarly productivity in the absence of extenuating circumstances and should not be invoked for the usual vicissitudes of a faculty member's life.
4. Faculty are eligible to stop the tenure clock for one year for each occurrence during the period leading up to tenure, for a maximum total of two years. A stay should not penalize or adversely affect the faculty member in the tenure review. (See VI, page 25)
5. In order to evaluate the request, additional documentation, such as medical information, may be required.
6. This provision is not necessarily linked to a leave of absence with or without salary. However, in the event that a faculty member is considered to be employed between half-time and full-time and/or is receiving commensurate pay and benefits, this stopping out provision may be applied. This provision is not the basis for determining if a faculty member should be employed full-time or should receive full pay and benefits. Those decisions are made separately prior to the request to stay the tenure provisional period. Such decisions shall be made in accordance with appropriate University policies. (See Appendix L.)