

j) *Tenure Clock Extensions*

The tenure period is negotiated at the time of hire, however under certain circumstances, an extension of the tenure period and/or the intensive (i.e., 3<sup>rd</sup> year) review may be granted under certain circumstances as described below. ~~requested with approval of extensions at the discretion of the provost. Approved extensions are one year in duration for full time faculty with part time faculty receiving an extension commensurate with the appointment level. The tenure clock may be extended and/or the intensive review postponed for (i) extraordinary circumstances such as an unanticipated lack of available resources, serious illness or family emergency, (ii) birth, adoption or fostering (i.e., 12 months of foster care) of a child, and/or (iii) elder or dependent care when the faculty member is a caregiver. Requests for an extension for these reasons will be routinely granted by the provost, although normally, a maximum of two extensions will be permitted.~~

~~Requests for an extension must be made prior to September 1<sup>st</sup> of the year of the scheduled tenure and/or intensive review and must be accompanied by supporting documentation. A tenure clock extension and/or intensive review postponement should be requested through the faculty member's immediate supervisor, such as the chair or director, followed by the dean and campus VCAA (dependent on college and WSU campus), with final routing to the provost. The provost makes the final decision to grant or deny the requested tenure extension and/or intensive review postponement.~~

~~The option to request an extension for the tenure candidacy period or postpone the intensive review will be available regardless of the number of weeks of leave taken by the faculty member. The request for an extension of the tenure probationary period is optional and at the discretion of the faculty member.~~

- 1) Faculty members on the tenure track may request a one-time term extension for extraordinary circumstances, such as an unanticipated lack of available resources, serious illness, family emergency, and/or elder or dependent care when the faculty member is a caregiver. Requests for an extension should be in writing in the form of a memo signed by both the petitioning faculty member and Department Chair. All such requests will be granted at the discretion of the appropriate Dean with the approval of the Provost. Approved extensions will be one year in duration for full-time faculty with part-time faculty receiving an extension commensurate with appointment level.
- 2) Full-time faculty members on the tenure track who become a parent of a child or multiples by birth, adoption, or fostering (i.e. 12 months of foster care, but not necessarily contiguous) will automatically be granted a one-year extension of the tenure clock when the faculty member is a caregiver. For each subsequent child, a faculty member may request an additional extension for a maximum of two (2) separate extensions of the tenure period. When both parents are members of the faculty and share equally in care giving responsibilities, each parent will be granted a one-year extension. Extension periods cannot be combined (e.g., one child with a single three-year extension).

Faculty may elect to opt out of the automatic extension of the tenure period granted for childbirth, adoption, or fostering. It is recommended that the faculty should notify the appropriate Dean, Director, or Department Chair of the birth, adoption, or fostering via memo preferably six months prior to the arrival of the child. Faculty electing to take advantage of the one-year extension are also

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required to take parental leave and apply for FMLA which is counted towards the one-year extension. The Dean should notify the Provost's Office immediately so the proper records for the promotion case are maintained.

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An extension for the tenure candidacy period or postponement of the intensive review will be available regardless of the number of weeks of annual leave taken by the faculty member. The standards for tenure and promotion remain the same for faculty who have been granted a tenure clock extension and/or an intensive review deferral. -Even though a faculty member may be given a longer period of time in which to meet these standards, the faculty member should be held to the same performance standards as a faculty member who has not received an extension. However, when the Department Chair, Dean or Director requests materials for consideration of promotion and/or tenure by external reviewers, it should be made clear that the length of time between milestones should not be taken into consideration.

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