

TENURE CLOCK EXTENSION GUIDELINES

This process allows probationary faculty to request an extension of their tenure decision end date due to the addition of a minor child or children or due to a personal/professional impediment that impacts their ability to make progress toward tenure.

[Tenure clock extension policy](#)

Process

There are two possible processes when requesting a tenure clock extension:

Option 1: Addition of a minor child (up to two). The faculty member will notify someone within their department or college of their need for a tenure clock extension due to the addition of a minor child in their family, typically the departmental executive officer (DEO), administrator, or HR representative. They will provide the child's name and birth date. The information will be submitted within a request form in workflow and approved by the Office of the Provost. A formal letter from the provost will be sent back to the faculty member, copying the DEO and the faculty HR representative, conveying the new reappointment end date (if applicable) and the new tenure decision date.

Option 2: Discretionary extension.

1. **Personal Impediment** – this includes additional children being added to the family (more than 2) and any other type of personal situation that may impact the faculty member's ability to make progress toward tenure (i.e. health matters, family situations, etc.).
2. **Professional Impediment** – any professional situation that may impact the faculty member's ability to make progress toward tenure (i.e. disruptions in research accommodations, lab issues, etc.)

The faculty member will notify their DEO in writing to request a discretionary extension. This letter should include information related to how the impediment impacts their ability to make progress toward tenure. The letter should **not** include personal health information. The DEO will either approve or not approve the requested extension with an attached justification letter and will forward the materials via a workflow form to the provost office. The provost will either approve or not approve the extension request and a formal letter will be sent to the faculty member with a copy to the DEO and faculty HR representative. Note: the approval of the workflow form does not constitute approval of the request.

The new workflow form is in the HR Transaction System.

Note: Requests made prior to the completion of the reappointment review **will affect** the reappointment end date **and** the tenure decision date. Requests made after the completion of the reappointment review will affect only the tenure decision date.

Required Materials

- Option 1 – addition of a minor child
 - Fill out the workflow form, no additional attachment requirements
- Option 2 – discretionary extension
 - Justification for the need of the extension by the faculty member (attachment)
 - Approval or denial of the extension request by the departmental executive officer (attachment)

Any questions on this process can be sent to faculty@uiowa.edu.