

April 15, 2020

Faculty,

During this challenging time, we appreciate your efforts to quickly shift to online instruction and support student success through alternative methods. We recognize that this time can be even more stressful for faculty who have not yet been awarded tenure. A faculty member's normal progress toward building a case for tenure may be impacted by the university's transition to online instruction and the cancellation or delay of many relevant activities.

#### Opportunity for "Extending the Tenure Clock" for One Year

Certain current Tenure-Track Faculty members may request to "extend the tenure clock" for one year due to the disruption of COVID-19. "Extending the Tenure Clock" is not codified in any existing APSU policy or procedure. However a letter will be issued by the Provost to the participating faculty member, and placed in the faculty member's personnel file, to confirm the "extension of the tenure clock."

*It is important to note that "Extending the Tenure Clock" is not the same as "Stopping the Clock" which is described in Policy 1:025 and the Tenure Procedures and Guidelines (P&G).*

#### Which probationary faculty can request to participate in the "Extend the Tenure Clock" opportunity?

The "Extend the Tenure Clock" process applies to all probationary faculty employed by or on leave from APSU as of March 1, 2020 that meet the following criteria:

- 1) All probationary faculty that would normally be going up for 2<sup>nd</sup> year, 3<sup>rd</sup> year, 4<sup>th</sup> year, 5<sup>th</sup> year or tenure during academic year 2020-2021.

#### Which probationary faculty are not eligible to participate in the "Extend the Tenure Clock" opportunity?

- 1) All probationary faculty hired to begin employment after March 1, 2020.
- 2) All probationary faculty who applied for tenure during the 2019-2020 academic year.

#### What does "Extend the Tenure Clock" mean?

For certain tenure-track faculty who are eligible to participate in "extend the tenure clock," the probationary period will be extended by one year. In other words, the probationary period is a total of seven years, instead of six years. This is a "one-time" only opportunity. Faculty members cannot request to extend the clock by part of a year (such as one semester) or for more than one year.

The faculty member will be reviewed annually, as normal with the eDossier process and departmental RTP criteria. Special RTP criteria will not be developed or implemented for those who "extend the tenure clock." There is no penalty for extending the tenure clock.

Academic Affairs will modify the Calendar for Faculty Personnel Actions to incorporate this impact on the normal cohorts. For the purposes of the discussion below, we refer to the

probationary review process during the 2<sup>nd</sup> year, 4<sup>th</sup> year and 5<sup>th</sup> year as the “standard” retention review. We refer to the 3<sup>rd</sup> year process as the “third year” process, and the sixth year process as “tenure” review. The “third year” process includes a review and decision by the Provost, unlike the “standard” retention reviews. Assuming that the tenure clock has been extended, the following would occur:

- A faculty member whose RTP clock started Academic Year 2019-2020 would undergo the following:
  - Fall 2020-Standard process
  - Fall 2021-Standard process
  - Fall 2022-Third year process
  - Fall 2023-Standard process
  - Fall 2024-Standard process
  - Fall 2025-Tenure process
  
- A faculty member whose RTP clock started Academic Year 2018-2019 would undergo the following:
  - Fall 2020-Standard process
  - Fall 2021-Third year process
  - Fall 2022-Standard process
  - Fall 2023-Standard process
  - Fall 2024-Tenure process
  
- A faculty member whose RTP clock started Academic Year 2017-2018 would undergo the following:
  - Fall 2020-Standard process
  - Fall 2021-Standard process
  - Fall 2022-Standard process
  - Fall 2023-Tenure process
  
- A faculty member whose RTP clock started Academic Year 2016-2017 would undergo the following:
  - Fall 2020-Standard process
  - Fall 2021-Standard process
  - Fall 2022-Tenure process
  
- A faculty member whose RTP clock started Academic Year 2015-2016 would undergo the following:
  - Fall 2020-Standard process
  - Fall 2021-Tenure process

Please note that if you started tenure-track employment in a Spring Semester (January), follow the timeline above for those whose RTP clock started in the academic year after you started employment. For example, if you were hired (began employment) in January 2018, follow the timeline above for faculty members whose RTP clock started in Academic Year 2018-2019.

If you were awarded years toward service when hired, contact Dr. Lynne Crosby to confirm your timeline of retention and tenure reviews.

“Extend the Tenure Clock” Request Procedure and Deadline – July 31, 2020

- Please send an email to Tammy Delvendahl by July 31, 2020, and copy your Department Chair and Dean, if you wish to “extend the tenure clock” by one year. Please indicate your name, semester hired (such as began employment in Fall 2016), and academic department.
- If you do not email Tammy Delvendahl by July 31, 2020, it will be noted that you have decided not to request to participate in this *one-time only* opportunity to “extend the tenure clock.”

What if I decide **not** to participate in the “Extending the Tenure Clock” opportunity?

- If you do not wish to request to “extend the tenure clock” for one year, you do not need to email Tammy Delvendahl.
- Please follow the dates specified in the published [APSU Calendar for Personnel Actions 2020-2021](#). The deadlines for the 2020-2021 personnel actions have not changed.

Does “Extending the Tenure Clock” impact Promotion?

Regardless of whether you request to “extend the tenure clock,” it will not impact promotion. Faculty can apply for promotion if they meet the published criteria and years in service requirements, as identified in [Policy 2:063 Policy on Academic Promotion](#). As per policy, there is no deadline or maximum timeframe for seeking and attaining promotion.

Please contact your department chair or Dr. Lynne Crosby if you have any questions about the “extend the clock” opportunity.

Rex Gandy  
Provost and Vice President for Academic Affairs