

DOCUMENTATION PROCEDURE

Tenure Clock Adjustments for Qualifying Life Events

Overview

Under Article 19.6.I of the AAUP contract dated July 1, 2017, tenure-track faculty members receive an automatic one-year extension of the tenure clock when they experience a qualifying major life event, whether they take a Family and Medical Leave or not. The contract language reads as follows:

“Following the birth or adoption of a child or other major life event (as defined below for qualified family leaves), a member of the bargaining unit may take an unpaid family leave of absence for up to six months. During the period of an unpaid leave the University will pay for the member’s individual health insurance benefits.

Tenure-track faculty members taking a qualified family leave or who experience a qualifying major life event, prior to their mandatory tenure evaluation year, will receive an automatic one-year extension of the tenure clock.

Qualified family leaves include leaves for the following events: the faculty member’s serious illness or for the birth, adoption or serious illness of a child or the serious illness of a spouse or parent. “Serious illness” means an illness, injury, impairment or physical or mental condition that involves (1) inpatient care in a hospital, hospice, or residential care facility or (2) continuing treatment or continuing supervision by a health care provider.

The tenure clock will be stopped no more than twice. Exceptions to this may be granted at the discretion of the Provost.”

Procedures

A tenure-track faculty member who experiences a major life event that qualifies for an automatic one-year extension of the tenure clock must contact the Human Resources Leave Administrator and provide proof of the qualifying event within 31 days following a foreseeable event or within a reasonable period of time, not to exceed six months. Acceptable proof includes:

<u>Event</u>	<u>Documentation</u>
Birth of a child	Birth Certificate
Adoption	Adoption Decree
Foster Parent	DCF Placement Agreement
Serious Illness	Medical Certificate

The Human Resources Leave Administrator will document the tenure clock adjustment as follows:

1. Send a notice of tenure clock adjustment to the following:
 - Faculty Member
 - Department Head
 - Regional Campus Director
 - Dean
 - Dean’s Administrative Manager/Assistant
 - Assistant Vice Provost
 - Human Resource Data Management Specialist
2. Coordinate the Human Resource system update

Contact Information

Human Resources Leave Administrator – AAUP

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