



# **Procedures and Provisions for Stopping the Tenure Track Clock**

## Stopping the Tenure Track Clock

Certain circumstances may impede an academic staff member's progress toward achieving tenure, including responsibilities with respect to childbirth/adoption, significant responsibilities with respect to carers leave, or disability/chronic illness leave.

In the event of such circumstances arising, an academic staff member on a Tenure Track Contract may submit a request to temporarily 'stop the tenure clock' for up to one academic year (but not less than 6 months). 'Such circumstances' include the following:

1. Carers leave for significant elder care or dependent care responsibilities;
  2. disability or chronic illness (block leave) in excess of 6 months;
  3. Maternity, Parents leave or adoptive leave.
- Requests to 'stop the tenure clock' must be submitted by the academic staff member directly to their respective Head of Department who forwards the request with its recommendation to the Dean and the HR Manager for approval.
  - The tenure track staff member must include supporting documentation for the request. The Head of Department will make a recommendation and forward the request, supporting documentation and the recommendation to the Dean of the faculty.
  - The Dean will then make a recommendation and forward the recommendation and request to the HR Manager for approval.
  - In cases where the leave is not granted the decision can be appealed to the HR Director who will make the final decision on whether the stop will be granted. The HR Director will make her/his decision in writing to the applicant and copied to the Head of Department, Dean, and HR Manager.
  - If the stop is granted, the academic year (or part of) in question will be added to the end of the five year tenure track period. At the end of the stop period, the academic staff member will return to the tenure track where he/she left off.
  - Only under extreme circumstances should a faculty member request to stop the tenure clock more than once with the exception of leave for multiple maternity/adoptive leaves.