**BACKGROUND:**

Memorandum of Understanding between the State University of New York and the United University Professions regarding “Possible Adjustments to Tenure Clock Timelines and Reappointment, Promotion and Tenure Review Materials” (approved by SUNY Board of Trustees 5/6/2020)

Due to the unprecedented and extraordinary interruptions in research, scholarship and service activities as well as telecommuting and the transition to remote teaching during the COVID-19 crisis, adjustments need to be made to time toward eligibility for continuing or permanent appointment.

Continuing Appointment
Faculty who as of May 6, 2020 are currently serving in a position of academic rank who has not yet attained continuing appointment status, and who is not currently under review, shall have an automatic one-year extension of the time to continuing appointment without change in title, FTE or other employment status.

Faculty in a position of academic rank who has not yet attained continuing appointment status may OPT OUT of the automatic one-year extension referenced above and be considered for continuing appointment based on their original schedule by submitting this request by October 1 of the year prior to the year the faculty member will receive their 12 month notice requirement.

Permanent Appointment
Professional employees who are within two years of their permanent appointment eligibility date as of the date of their request, may request up to a six-month clock stop for permanent appointment. This request must be made on or before December 31, 2020. The clock stop shall be achieved by moving the professional employee to qualified professional title for the length of time requested. These provisions shall not apply to any professional employee who has already been provided with a notice of non-renewal.

**EMPLOYEE REQUEST:**

|  |  |
| --- | --- |
| Employee:  |       |
| Budget Title: |       |
| Department: |       |
| Supervisor/Department Chair/Head: |       |
| UUP Title Category: [ ]  Faculty [ ]  Professional |
|  |
| **Faculty:** |
| [ ]   | I wish to Opt Out of the automatic one-year extension and be considered for continuing appointment based on my original schedule. |
|  |
| **Professionals:** |
| [ ]  | I wish to request a clock stop for  |  | Months (up to 6 months) |
| Start date of requested stop of tenure clock: |       |
| End date of requested stop of tenure clock: |       |
| Date of return to professional rank: |       |
| Current eligibility date for Permanent Appointment: |       |
| New eligibility date for Permanent Appointment: |       |
|  *(contact Human Resource Management for calculation assistance)* |

**EMPLOYEE SIGNATURE:**

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Employee Signature Date

**REVIEWS:**

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| Supervisor/Department Chair/Head: |
| Comments:       |
|       |  |       |
| Signature |  | Date |

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| Dean/Director/AVP: |
| Comments:       |
|       |  |       |
| Signature |  | Date |

|  |
| --- |
| Provost/VP: |
| Comments:       |
|       |  |       |
| Signature |  | Date |

Copies: Provost,/VP, Dean/Director/AVP, Supervisor/Department Chair/Head, Employee, Human Resource Management