Faculty who remain in full-time status may request to stop the tenure clock for a pre-defined period. To initiate a request, please complete this form and forward it to your Department Chair prior to the commencement of the clock stoppage.

**BACKGROUND:**

In accordance with the SUNY Policies of the Board of Trustees Article XI, Title B, further employment of an employee in an academic rank title of Assistant Professor who has completed seven years of full-time service in an academic rank title must be on the basis of Continuing Appointment.

Appendix A-42, IX of the Agreement between NYS and UUP, **options to stop the ‘tenure’ clock**, states academics can request to stop the ‘tenure’ clock by requesting a ‘qualified academic rank’ title for a pre-defined period. Article II(k) of the SUNY Policies of the Board of Trustees defines ‘qualified academic rank’ as a title of Lecturer OR an academic rank title preceded by the designation of ‘Visiting’. Service in a ‘qualified academic rank’ title does not count toward Continuing Appointment.

**EMPLOYEE INFORMATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee: |  | Budget Title: | Assistant Professor 10 Months | |
| Department: |  | Supervisor: |  | |
|  | | | | |
| Start date of full-time tenure track appointment at Buffalo State College: | | | |  |
| Start date of requested stop of tenure clock: | | | |  |
| End date of requested stop of tenure clock: | | | |  |
| Date of return to academic rank: | | | |  |
| Current eligibility date for Continuing Appointment: | | | |  |
| If request is approved, new eligibility date for Continuing Appointment: | | | |  |
| *(date calculated and populated by Human Resource Management)* | | | | |
|  | | | | |
| Brief description for the request: | | | | |

**ACKNOWLEDGEMENT:**

It is understood, in requesting that the tenure clock be stopped, that:

1. I am progressing well toward review for Continuing Appointment but request to stop the tenure clock for the reason described above.
2. If the request is approved, my budget title will be changed to Lecturer OR Visiting Assistant Professor for the duration of the request. The change in title will not result in any change in salary or employee benefits.
3. Any change in the request (following its approval) must be submitted in writing to the Chair and Dean and be approved by the Provost.
4. The tenure clock will restart on the date of return to academic rank. If my circumstances at that time prevent me from returning to the tenure clock, I would need to complete a new request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employee Signature Date

**RECOMMENDATIONS AND APPROVAL:**

|  |  |  |
| --- | --- | --- |
| Department Chair Recommendation: | | |
| I support the request  I support the request with exceptions noted below  I DO NOT support the request  Comments: | | |
| Chair Signature |  | Date |

|  |  |  |
| --- | --- | --- |
| Dean Recommendation: | | |
| I support the request  I support the request with exceptions noted below  I DO NOT support the request  Comments: | | |
| Dean Signature |  | Date |

|  |  |  |
| --- | --- | --- |
| Provost Decision: | | |
| Approved  Approved with exceptions noted below  Disapproved  Comments: | | |
| Provost Signature |  | Date |

|  |
| --- |
| After the Provost decides:   1. If the request is approved, the Provost’s Office will send the signed form to the Department Chair. The Department Chair will initiate and route a Current Employee Change Form and attach this form.  Human Resource Management will calculate the new eligibility date for Continuing Appointment and distribute copies of the forms. 2. If the request is not approved, the Provost’s Office will distribute copies of the signed form.   Please contact Human Resource Management with any questions. |

Copies: Provost, Dean, Department Chair, Employee, Human Resource Management