

## Request For Interruption of Tenure-Track Service

At times tenure-track faculty may experience difficulties in progressing towards tenure due to medical, child-care or elder-care issues. The University permits tenure-track faculty to elect either to reduce their effort to reflect the reduction in the amount of time they would be working with a comparable reduction in salary, or to transfer to a qualified academic title. A transfer to a qualified title would mean a faculty member would be meeting their full-time obligation to the department but would be relieved of the additional commitment necessary for progress towards tenure. This form is intended to standardize the process of requesting an interruption in the tenure clock for care-giving or medical reasons.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Department

I request:

- temporary transfer to qualified academic title (e.g., Lecturer, Visiting Assistant Professor)
- reduction in effort to \_\_\_\_\_ % (actual percent effort working)

for the purpose of (attach brief explanation):

- primary responsibility for child care
- primary responsibility for elder care
- major medical care for myself or spouse

This interruption in the tenure clock is requested for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_\*.

**\*Requests may be for a period of up to a total of one year and may be taken in no more than two segments**

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
Department Chair Endorsement

\_\_\_\_\_  
Dean Endorsement

\_\_\_\_\_  
Provost Approval