

Revised: May 4, 2016

Advisory to Deans #AA2016-04 - REVISED

**DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT DEANS, DEPARTMENT CHAIRS,
AND ACADEMIC PERSONNEL ANALYSTS**

Re: Automatic Extensions on the Clock for Childbearing/Childrearing

Dear Colleagues:

Recent revisions to [Academic Personnel Manual \(APM\) 133](#) have automated extensions on the tenure or service clock for eligible academic appointees with an eight-year limit to achieve promotion, who take childbearing or parental leave. Though this policy revision only mandates that the length of time of the leave be exempted from the clock, it is campus practice to extend the clock by one year per event. APM 133-17-h states, "A faculty member may be granted no more than two years of extension during the probationary period." Per policy, an academic appointee must include a written statement certifying that he or she is "...responsible for 50 percent or more of the care of the child." Additionally, "The clock may not be stopped after July 1 of the academic year in which a promotion review is to occur or in cases where there has been a review that has resulted in a decision not to continue the individual's appointment." (See [APM 760-30.a and c](#))

Based on the above, Academic Affairs will automatically extend the tenure or service clock when:

- Childbearing or parental leaves are approved in Forms Online;
- Requests for replacement teaching funds are made through our campus' Work Life Program (available to non HSCP faculty), processed through Forms Online; or
- Academic Affairs is notified that an eligible academic appointee has had a child (born, placed or adopted), even if the appointee did not take leave or ASMD.

Please note that academic appointees who receive an automatic extension on the clock are not obligated to use the additional time and may go up earlier, if desired. Academic Affairs will provide notification to the dean's office when an extension to the clock is approved.

Sincerely,



Maureen L. Stanton
Vice Provost—Academic Affairs
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