OFFICE *of the* PROVOST
EAST TENNESSEE STATE UNIVERSITY

Note: This is a fillable form. Please click the "fill and sign" icon for access.

Name: _____ **Academic Department:_____**
Date of Hire: _____ **Tenure credit for prior service : _____**
Original date of initial eligibility _____ **New eligibility date: _____**

Justification:

_____
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_____ _____
Department Chair date **Dean date**

_____ _____
Provost date **President date**

Current Policy Statement:

Discretion for stopping the tenure clock rests on the institution and also requires supervisory approval. In such cases, the faculty member may request to "stop the tenure clock" for one year if he/she demonstrates that circumstances reasonably warrant such interruption. Reasons for approving a request to "stop the clock" will typically be related to a personal or family situation requiring attention and commitment that consumes the time and energy normally addressed to faculty duties and professional development. Examples may include, but are not limited to, childbirth or adoption, care of dependents, medical conditions or obligations, physical disasters or disruptions, or similar circumstances that require a fundamental alteration of one's professional life.

The request must be submitted no later than three (3) months after the conclusion of the period in which the clock is to be stopped (by August 15 for academic year (9 month) faculty and by October 1 for fiscal year (12 month) faculty).

This form must be initiated by the faculty member and submitted through the Chair and Dean to the Provost's Office for processing.

Created: December 2020

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