ACADEMIC AFFAIRS
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MEMORANDUM

TO: College Deans and Chairs/Directors

FROM: Bret Danilowicz, Provost and Vice President
Academic Affairs

DATE February 26, 2021

SUBJECT: **Request for Delays in Third-Year Review, Promotion and Tenure, and Sustained Performance Evaluations - Revised**

With the recent mass shutdowns due to coronavirus (COVID-19), I understand this may adversely impact research and scholarly productivity among faculty members. It is anticipated that you will receive requests for delay in promotion and tenure ("stopping the clock") related to this crisis. I'd like to make it explicit that the COVID-19 pandemic is an allowable request for a one-year delay in third year review, tenure and promotion to associate professor, promotion from associate to full, and for those going up for SPE and is therefore supported by my office. Faculty are not mandated to request an extension; it is an optional request that faculty may make at their discretion.

Pursuant to CBA Article 15.1(b)(3) titled "Stopping the Clock", "[t]he tenure clock may be stopped for medical or related reasons for up to two years upon the written request of the employee, recommendation of the supervisor and dean/director, and approval of the Provost or designee." Should a faculty member request a delay, please forward a memo of support from the Chair/Director and Dean to my office. An approved request will need to be included in the personnel file as well as the ePortfolio at the time of application for promotion and/or tenure.

Requests to delay third-year review, promotion, and/or tenure must be submitted by May 1 of the preceding year of the scheduled review. Requests to delay the sustained performance evaluation must be submitted by October 30 of the evaluation year.

Cc: John Kelly, President, Florida Atlantic University
      Michele Hawkins, Vice Provost. Academic Affairs
      Arcadia Callahan, Director, Academic Personnel