

Template for Tenure Clock Stop Letter of Approval for Critical Life Events outside of Childbirth,
Adoption, and Foster Care

Sample #1

TO: PROFESSOR _____
DEPARTMENT NAME HERE

FROM: NAME HERE
DEAN

SUBJECT: REQUEST TO STOP TENURE CLOCK

DATE:

Your request to stop your tenure clock due to critical life events (**general identifying circumstances here [i.e, illness, family illness etc.]**) is approved. You will be placed on a qualified appointment for two semesters, Fall 2010 and Spring 2011, to compensate for the research time lost to you.

As such, your tenure review date will be advanced by two semesters. Questions regarding your new tenure date should be directed to **_name of Personnel Associate Here_** in my office. I hope you find this arrangement satisfactory and encourage you to contact my office should any questions arise.

CC: Vice Provost for Faculty Affairs Name Here
Chair Name Here
Additional Names Here

