

## ISUPP 4020 Section D

D. Stop the Clock Tenure Process (amended and approved by the Faculty Senate 11/17/2014 after review and suggested edits by the council of deans)

1. Tenure track Faculty members at ISU are to be evaluated for the acquisition of tenure not later than the Faculty member's sixth (6th) full academic year of employment at the institution. The Faculty and administration of the University understand that there are sometimes extenuating circumstances that might prohibit a Faculty member from being ready for a tenure review by the aforementioned timelines. "Stop the Clock" may only be requested prior to submitting a complete tenure portfolio.

2. "In certain exceptional cases a Faculty member may petition for extension of the timeline for tenure due to extenuating circumstances" (as provided in Board Policy II.G.6.d.4.b). Idaho State University recognizes "exceptional cases" such as unforeseen research-related difficulties; family emergencies; illness; childbirth; unforeseen emergency; operational impacts on the unit housing the Faculty member resulting in significant workload readjustment; or other such extenuating circumstances. In such cases, the following is the procedure to be followed.

a. Faculty members shall submit a letter of request to their program/department chair. The letter must provide an explanation of the request, as well as a proposed timeline for starting the tenure clock once again.

i. Within thirty (30) calendar days at each stage: the department or program chair shall respond in writing to the Faculty member, indicating support for, or rejection of, the request.

ii. The Faculty letter and chair letter shall then be forwarded to the appropriate dean, who will also respond in writing to the Faculty member and to the chair, regarding support or lack of support for the Faculty member's request.

iii. All recommendations and letters are then forwarded to Academic Affairs, whereupon the provost, or designee, will determine if the request shall be granted. The provost or designee will notify the Faculty member, chair, and dean of the final decision in writing.