



Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 7.2*

Effective November 13, 2009

Letter from the President

Stopping the Tenure Clock

Rules and Regulations

Employees covered by this policy

This policy applies to all Faculty at LU and applicants of positions.

Adjunct Handbook

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Policy

In the event of difficult circumstances, a faculty member may submit a request to temporarily “stop the tenure clock” for one academic year. “Difficult circumstances” include, but are not limited to, the following:

Faculty Handbook

 Print using your browser's print function.

- physical or mental illness
- pregnancy or parenting obligations
- caregiver responsibilities for someone in a close relationship
- military service
- legal responsibilities

Staff Handbook

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A request to stop the tenure clock will be submitted in writing to the department head. The faculty member may include medical information or other documented reasons for the request. The department head will make a recommendation and forward the request and the recommendation to the college dean within two weeks of receipt of the request. The college dean will then make a recommendation and forward the recommendations and request to the vice president for Academic Affairs within two weeks of the receipt of the request. Finally, the vice president for Academic Affairs will make a recommendation and forward the recommendations and request to the president within two weeks of receipt of the request. The president will make the final decision on whether the stop will be granted. The president will make her/his recommendation in writing within two weeks of the receipt of the request. When possible, the request should be submitted prior to the first day of the academic year in question.

If the stop is granted, the academic year in question will not be evaluated towards tenure or tenure eligibility. At the end of the year, the faculty member will return to the tenure probationary period where he/she left off. Generally, the tenure clock may be stopped only once for an individual faculty member. Only under extreme circumstances should a faculty member request to stop the tenure clock more than once.