

## Tenure Clock Adjustment Process

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Tenure clock adjustments may be forwarded to OAA in the form of an email request from the faculty member and Dean's Office for OAA to produce a DRAFT Agreement/MOU for the department and Dean to review or as a DRAFT Agreement/MOU produced by the department for OAA review.

### If Agreement/MOU Created by Dept/Dean's Office:

- Agreement/MOU must address and changes to the following:
  - Annual Reviews,
  - Third Year Review,
  - Deadlines for startup package funds,
  - Tenure and Promotion Review.
  - Dates associated with any start-up funding.
- Agreement/MOU Must include the following language:

This agreement supersedes the terms of your original formal and supplemental offer letters to the extent necessary, with all other terms of your original offer letters remaining unchanged. Both this agreement and your original NOA and Supplemental Letter will be included in the materials submitted in your Promotion and Tenure Dossier.
- Attach letters/correspondence from faculty requesting TCA.
- Attach Dean's Memo to Faculty member approving the TCA.
- Attach a copy of the original signed NOA and Supplemental Letter.
- OAA reviews DRAFT of Tenure Clock Adjustment Agreement/MOU and corresponding materials and routes for signature.
- OAA will manage the electronic Signature order = Department Chair, Dean, Faculty Member, HR Leaves Team (when approved leave associated with request), AAUP/Phil Lesch, and VAPDIGE/Shelly Chabon.
- After letter is signed by all parties the original (and all materials) are filed in OAA.
- An Electronic copy of Agreement/MOU will go to the Faculty Member, cc: Dept. Chair, Dean, Dean's assistant, and HR.

### When Agreement/MOU Created by OAA:

- Receive faculty's request for TCA.
- Receive Dean's memo approving faculty member's request for TCA.
- Receive copy of faculty member's original signed NOA and Supplemental Letter.
- Special Assistant to VPAPDIGE generates an agreement/MOU that captures the Impacts of the TCA upon the original Supplemental Letter Tenure Clock, addressing:
  - Annual Reviews,
  - Third Year Review,

- Deadlines for startup package funds,
  - Tenure and Promotion Review.
  - Dates associated with any start-up funding.
- Agreement/MOU will include the following language:

This agreement supersedes the terms of your original formal and supplemental offer letters to the extent necessary, with all other terms of your original offer letters remaining unchanged. Both this agreement and your original NOA and Supplemental Letter will be included in the materials submitted in your Promotion and Tenure Dossier.
- VPAPDIGE and Dean and Department Chair review Agreement/MOU and attached Dean's Memo and Faculty Member's request for accuracy and editing changes.
- OAA will manage the electronic Signature order = Department Chair, Dean, Faculty Member, HR Leaves Team (when approved leave associated with request), AAUP/Phil Lesch, and VAPDIGE/Shelly Chabon.
- After letter is signed by all parties the original (and all materials) are filed in OAA.
- An Electronic copy of Agreement/MOU will go to the Faculty Member, cc: Dept. Chair, Dean, Dean's assistant, and HR.