

**Policy on Extension of “Tenure Clock” – COVID-19
Frequently Asked Questions****Eligibility**

All faculty who are currently tenure-track assistant professors automatically receive a one-year extension in the time to tenure. (The review process is continuing for faculty who are going through mid-probationary or promotion & tenure (P&T) currently.)

This includes faculty who started in January 2020, faculty scheduled to go through P&T in Fall 2020, and everyone in-between.

Mid-probationary Review

- 1) Before the extension, I was scheduled to have my mid-probationary review begin Fall 2020. Can I postpone it until Fall 2021? What do I need to do in this case?

Yes, in fact postponement is automatic. Nonetheless, we recommend that you discuss this with your Department Chair and notify them of your decision. The Department Chair should also notify the Dean.

No official paperwork is required in this case and extension is automatic unless you notify your Department Chair that you wish to proceed as scheduled.

- 2) I’m scheduled to have my mid-probationary review begin Fall 2020. Can I proceed with this and maintain the option to extend my promotion and tenure (P&T) decision by a year? How do I do this?

Proceeding with your mid-probationary review maintains the option of extending tenure by one year. You should discuss this with your Department Chair and notify them of your decision to proceed by the beginning of the Fall 2020 semester. No official paper work is required. The Department Chair should notify the Dean.

- 3) My mid-probationary review is scheduled for Fall 2021. What do I have to do if I want to postpone it to Fall 2022?

Your review will automatically be postponed to Fall 2022 unless you decide to proceed with the originally scheduled Fall 2021 review. Nonetheless, we recommend you discuss this with your Department chair and confirm to them your intention to use the automatic extension.

- 4) If I postpone my mid-probationary review and use the tenure-clock extension does this mean I get two additional years?

No. The total extension is for *one year*. Consider a faculty member who started in August 2019. They are currently scheduled to have mid-probationary review in Fall 2021 and P&T review beginning Fall 2024.

Here are their options:

Fall Semester	Maintain Schedule in Letter of Offer	Keep Mid-Pro/Extend Tenure	Postpone Mid-pro/Maintain Tenure	Postpone Mid-pro/Extend Tenure
2019	Start			
2020				
2021	Mid-Pro	Mid-Pro		
2022			Mid-Pro	Mid-Pro
2023				
2024	P&T		P&T	
2025		P&T		P&T

- 5) Ok, in the scenario in (4), what would I need to do if I want to stick with my original timetable for both Mid-Pro and P&T?

Notify your Department Chair, by the start of the scheduled Fall semester (Fall 2021 in the example above) that you want to proceed with the mid-probationary review. The Department Chair should notify the Dean.

You will need to officially opt-out of the P&T extension by filling out the [Opt-Out Form](#) by May 1 of the year of your originally scheduled P&T review (May 1, 2024 in the example above).

Promotion & Tenure

- 1) My Chair had previously told the Dean's office that I'd be going through P&T review this Fall. Can I take the extension?

Absolutely! Discuss this with your Department Chair. No official paperwork is required and an extension is the default. We recommend that you email your Department Chair and the Dean or their designee to confirm your preference to take the extension.

- 2) I negotiated a shortened tenure clock when I was hired. Do I get the year's extension?

Yes, and you have the same options as all other assistant professors.

- 3) I'm currently scheduled to apply for P&T beginning Fall 2023. When do I need to decide whether or not to use the extension year?

You'll need to notify your Department Chair and the Dean by May 1, 2023 if you are planning to continue with the review in Fall 2023 (opt out), using the [Opt Out Form](#). If you do not notify them of your intent to opt out, your review will begin in Fall 2024.

- 4) If I use the tenure-clock extension will this be viewed as "extra" time? Will my colleagues expect me to accomplish more than if I apply for tenure as currently scheduled?

The tenure-clock extension is not "extra" time. It is time to compensate for the slow-down or complete shut-down of research, scholarship, and creative work due to COVID-19. P&T expectations will not be increased for faculty who use this extension.

- 5) Will external reviewers be notified of this policy?

Yes, Department Chairs will be expected to notify external reviewers of the tenure-clock extension policy and inform them that our expectations are unchanged.

- 6) OK, I read the answer to (4). But I'm still worried. Can using the extra year hurt me?

No. Our priority is for faculty to have the opportunity to develop successful research, scholarship, and creative work programs while adapting to a complex teaching environment. The Academic Affairs leadership will be working with Department Chairs and Deans to make sure this effort is acknowledged and valued.

Opting Out of the Extension

- 1) I am scheduled to apply for P&T in Fall 2020. I'm ready! What do I do to opt-out?

Talk with your Department Chair first. Then fill out the Opt-Out Form, which is [here](#). Note that the form requires the signature of the Department Chair and Dean. The Dean's office is responsible for submitting the form to the Senior Vice Provost. The form is due in the Dean's Office by May 1.

- 2) I am scheduled to apply for P&T in Fall 2021. I think I'll be ready then, but it will

depend on what happens this summer and fall. When do I have to decide?

You have until May 1, 2021 to decide whether to apply for P&T in Fall 2021 or wait until Fall 2022. If you decide to proceed with review in Fall 2021, you will need to submit the [Opt Out Form](#) to your Chair and Dean by May 1 of 2021.

Other Issues

- 1) How does this policy impact extensions resulting from Parental Leave (C215) or Sick Leave (C210)?

This policy is independent of other leaves that may also impact the tenure clock. Faculty can end up with additional tenure-clock extensions, on top of this one-year extension, if they meet the eligibility requirements for use of Parental Leave or Sick Leave.

- 2) If I take this extension, am I still eligible for Parental Leave?

Yes, the extension is independent of other leaves. All tenure-track faculty, who meet the requirements, as specified in the UNM Faculty Handbook C215 Parental Leave policy, are still eligible for Parental Leave.

- 3) Are there going to be other efforts to support faculty?

Yes. As the situation evolves, we'll continue to identify mechanisms to support faculty in this challenging environment.

- 4) What if I have questions about this that I'm not comfortable asking in my department?

You can request confidential meetings through:

- a). Academic Affairs,
Associate Provost for Faculty Success Bill Stanley (APfaculty@unm.edu)
Senior Vice Provost Barbara Rodríguez (SVP@unm.edu)
- b). ADVANCE at UNM
(advance@unm.edu),
ADVANCE Director Julia Fulghum (jfulghum@unm.edu),

You can express a concern anonymously through ADVANCE's [drop-us-a-line](#).