



Tip Sheet: Extending the Tenure Clock Request Process

Introduction

The [Extending the Reappointment/Promotion/Tenure Review Timeline \(Extending the Tenure Clock\)](#) policy specifies conditions under which a faculty member's tenure clock is automatically extended. Additionally, the policy outlines a process for faculty to request an extension to their tenure clock for reasons not covered under the automatic extensions. The University Committee on Faculty Tenure (UCFT) reviews and considers these non-automatic extensions. This document outlines the process for submitting an extension request to the UCFT for their review.

Key Takeaway

The memorandum/package of materials **must be complete and address each element (#1-7) below** before it is considered by the UCFT.

Reasons to Request an Extension to the Tenure Clock

Additional extensions of the tenure clock (outside the automatic extensions) may be requested for reasons relating to:

- Childbirth or adoption
- Care for an ill and/or disabled child, spouse/partner or parent
- Personal illness
- Prestigious awards, fellowships and/or special assignment opportunities
- Other serious constraints

Submission Process

To request a tenure clock extension, the department chair or unit administrator must prepare and submit a memorandum/package of materials to the Vice Provost and Associate Vice President for Faculty and Academic Staff Affairs (FASA) that includes the following elements:

1. **Justification for Exception:** Specify the reason (listed above) that justifies an exception to the standard tenure timeline.
2. **Impact on Faculty Member:** Clearly explain how the specified condition/constraint has impacted the faculty member's ability to perform their normal activities (teaching, research/creative activities).

3. **Expected Outcomes:** Describe what the faculty member is expected to achieve by the end of the requested extension period. Include the prospects for their success.
4. **Available Resources:** Identify and explain the resources or support that will be provided to facilitate the faculty member's success.
5. **Curriculum Vitae and Summary of Recent Activities:** Provide the faculty member's current CV along with a one-page summary of their assignments in teaching, research, outreach and administrative duties during the previous three years.
6. **Endorsements and Signatures:** Ensure the memorandum includes the endorsements and signatures of the faculty member, department chair or unit administrator and dean.
7. **Peer Review Documentation:** Lastly, include a copy of written documentation from the department or school peer review committee confirming that they have reviewed the extension request and provided advice, as appropriate. The committee's approval is not necessary.

Often, the package includes a memo from the faculty member and a joint memo from the chair and dean (with faculty member endorsement). Send the complete package request to FASA at FASAffairs@msu.edu or the [FASA liaison](#) for your college.

Next Steps/Approval Process

Endorsement from the Office of the Provost

- FASA will review the request and follow-up as necessary for any clarification.
- Requests endorsed by the Office of the Provost will be forwarded to the UCFT for consideration.

Review and Approval from the UCFT

- The UCFT reviews whether the circumstances justify an exception and ensures the decision preserves the integrity of the tenure system.
- The UCFT meets monthly in the academic year. Submit the package at least one week before a scheduled UCFT meeting. The UCFT also considers requests during the summer, if needed.
- The meeting schedule may be found on the UCFT page of the [MSU Academic Governance website](#).
- Once approved, FASA will send a formal confirmation letter to the faculty member, the chair, the dean and MSU Human Resources (HR). HR will extend the faculty member's probationary end date in the HR system.