

## Frequently Asked Questions - Tenure Flexibility Policies

This document clarifies details on the implementation of Lehigh's tenure-flexibility policies as stated in the version of R&P approved by the Lehigh Board of Trustees on May 15, 2009.

1. *What sections of R&P are included as part of the Tenure Flexibility Policies?*

The primary sections include:

- 2.2.5.7.1, Extension of probationary period for parenthood
- 2.2.5.7.2, Extension of probationary period for personal disability, family care, public service, military service, or extreme personal hardship
- 2.2.5.7.3, Elective extension of probationary period for any reason in the year prior to the final probationary year
- 2.2.5.8, Maximum length of probationary period
- 2.2.6.1, Initiating the tenure review process
- 2.2.6.14, Second consideration for tenure within probationary period

2. *What are the qualifying reasons for tenure-clock extensions?*

2.2.5.7.1

- Parenthood by birth or adoption
- When hired, parenthood of child or children under six years old

2.2.5.7.2

- Personal disability
- Primary care of family member or domestic partner for serious health condition
- Foster care
- Public service
- Military service
- Qualifying exigency from family member or domestic partner's active military duty
- Extreme personal hardship

2.2.5.7.3

- Elective extension

3. *What is the process for requesting a tenure-clock extension?*

The process varies according to the type of extension. Please see the relevant section of R&P for more details.

-In the case of extensions for parenthood (2.2.5.7.1), the department chair or faculty member will inform the provost's office in writing of the faculty member's eligibility for the extension.

-In the case of extensions for other personal reasons (2.2.5.7.2), the faculty member will request the extension from the provost in writing and provide adequate documentation for the request.

-In the case of elective extension (2.2.5.7.3), the faculty member will send a written request to the provost.

-In all cases, the department chair must also be informed of the request. When the provost has determined that the faculty member is eligible for the extension, he will send a letter informing the faculty member of his/her revised reappointment and tenure review schedule. The

faculty member will confirm acceptance of the new dates or decline to have his/her probationary period extended. The provost's office will inform the dean and department chair of the new dates.

4. *What is the process for requesting an elective extension under 2.2.5.7.3?*

The faculty member may request an extension of one semester or one year for any reason (R&P 2.2.5.7.3) as long as he/she has not already reached the maximum of two years of extensions (see 2.2.5.8). Faculty who decide to take the elective extension will send a written request to the provost and inform their department chair. The deadline is the date on which the candidate's tenure package is required to be sent to the external reviewers (on or about August 1 for Fall Cycle and January 2 for Spring Cycle). Faculty are encouraged, however, to inform the department chair and request the extension as soon as possible in order to save the department unnecessary work in contacting external evaluators. Faculty may take only one elective extension.

5. *What is the deadline for a faculty member to request an extension for parenthood or other personal reasons?*

As with the elective extension, the deadline is the date on which the candidate's tenure package is required to be sent to the external reviewers (on or about August 1 for Fall Cycle and January 2 for Spring Cycle). Again, faculty are encouraged to inform the department chair and request the extension as soon as possible in order to save the department unnecessary work in contacting external evaluators.

6. *If a faculty member decides not to take the elective extension before the deadline (see 2.2.5.7.3) and the tenure review (in the final probationary year) does not go well, can he/she withdraw at the department or college level and then request 1) an elective one-year extension and 2) second consideration for tenure the next year?*

No. The elective extension must be requested in the year prior to the final probationary year, before the date on which the candidate's tenure package is required to be sent to the external reviewers (on or about August 1 for Fall Cycle and January 2 for Spring Cycle). Once that date is passed the faculty member is in his/her final probationary year. Second consideration for tenure is available only to faculty who receive support from their department to be considered for tenure prior to their final probationary year (2.2.6.14).

7. *If a faculty member qualifies for a one-year extension for parenthood or other personal reasons but does not notify the provost before the start of the final probationary year, if the tenure review does not go well can he/she withdraw at the department or college level, request the extension, and receive second consideration for tenure the next year?*

No. As with the elective extension (see #6 above), the deadline of on or about August 1 or January 2 applies.

8. *A faculty member was hired with a few years of academic experience at another institution and the tenured department colleagues believe his/her credentials look solid enough to give their support for tenure review in his/her third year. If the review does not go well, may the candidate withdraw at the department or college level and be considered for tenure a second time?*

Yes, the candidate may withdraw and be considered a second time during the probationary period if the department supported the first tenure review (see 2.2.6.14). It is

important that the department faculty fully document in their letter of support their reasons for supporting tenure review prior to the final probationary year (see 2.2.6.1).

9. *A faculty member has taken one of the eligible one-year extensions (for parenthood, for example), but decides to be reviewed for tenure in the sixth year (one year prior to his/her final probationary year). If the review does not go well, may he/she withdraw at the department or college level and be considered for tenure a second time?*

Yes, as long as the department supported consideration for tenure prior to the final probationary year (see 2.2.6.1, 2.2.6.14).

10. *What is the impact of a tenure-clock extension on the current appointment of a pre-tenure faculty member?*

The extension will affect both the probationary period as a whole and the appointment in which the faculty member confirms the extension. If reappointment review for the faculty member has already begun, however, that review will continue and his/her next appointment will be adjusted.

Examples:

a. An assistant professor in his third year will have his second (and current) appointment extended by one year. His next reappointment review, as well as his tenure review, will be delayed by one year.

b. For an assistant professor in her fourth year, for whom the second reappointment review has begun, the reappointment review process will continue. Her third appointment will be extended, thus delaying the tenure review by one year.

c. For an assistant professor who takes the elective extension (2.2.5.7.3), the third appointment will be extended by one year.

11. *Will the department conduct additional annual reviews when a pre-tenure faculty member takes tenure-clock extensions?*

No, the number of reviews during the period prior to tenure review will NOT be increased for faculty who take the tenure-clock extension(s). The number of reviews for assistant professors who take the extension(s) will remain: 3 annual reviews; 2 reappointment reviews. For untenured associate professors, the number will remain: 4 annual reviews; 1 reappointment review.

12. *Who should I contact to discuss the new policies?*

-Department Chair

-Deputy Provost for Faculty Affairs

-College of Arts and Sciences: Associate Dean for Faculty and Staff

-College of Education: Department Chair or Associate Chair for Faculty