

Approved by the Lehigh University Board of Trustees, May 15, 2009

## Rules and Procedures of the Faculty of Lehigh University and Related Information Concerning Tenure-Clock Extensions

### **2.2.5.7.1 Extension of probationary period for parenthood**

An untenured faculty member (assistant, associate, or full professor) who becomes the parent of a child by birth or adoption will automatically receive a one-year extension of his/her appointment by the provost. The faculty member's service will be extended by one year for each child, by birth or adoption, with a limit of two one-year extensions of the probationary period (as limited by 2.2.5.8). Expectations for meeting tenure criteria shall not be increased for tenure candidates who receive extensions. Tenure candidates who receive extensions will be evaluated with the same tenure criteria as candidates who have received no extensions.

This provision will also apply to an untenured faculty member who, at the start of his or her tenure-track position, has a child or children under six years old; in this case, the first appointment may be extended by no more than one year. If the newly hired faculty member has more than one child under age six years when hired, the second extension may be taken during the second or third appointment.

Notification of such extension must be made by the faculty member's department in writing to the provost as soon as possible. Notification must be received by the provost prior to the date on which the faculty member's tenure package is required to be sent to external reviewers (that is, on or about August 1 for Fall Cycle tenure review; January 2 for Spring Cycle tenure review). In response, the provost will send a letter informing the faculty member of his or 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.

If an untenured faculty member initially rejects the extension or does not inform the department chair of his/her parenthood, he or she may later notify the department chair and submit a request to the provost prior to the deadline indicated above. Conversely, a faculty member may request to be considered for tenure prior to the deadline established when he or she confirmed the tenure-clock extension. See 2.2.2.4 for the provision that the tenure review may be conducted in any year prior to the terminal date of a faculty member's probationary period.

During tenure review, the department chair shall inform internal and external evaluators that the candidate must be evaluated with the same tenure criteria as candidates who have received no extensions and with the same expectations for accomplishments as would be applied to candidates who received no extensions.

### **2.2.5.7.2 Extension of probationary period for personal disability, family care, public service, military service, or extreme personal hardship**

An untenured faculty member (assistant, associate, or full professor) may request from the provost a tenure-clock extension of one semester or one year for the reasons listed below (as limited by 2.2.5.8). The faculty member must provide adequate documentation of the situation necessitating the request. For faculty on approved disability leave or family and medical leave, no further medical certification is required.

- 1) Faculty member's own disabling health condition
- 2) Primary care of family member or domestic partner for serious health condition
- 3) Placement of child in faculty member's home for foster care
- 4) Public or military service
- 5) A qualifying exigency arising out of the fact that the employee's family member or domestic partner is on active military duty or is called to active duty
- 6) Extreme personal hardship, e.g., death of partner/spouse or child

The faculty member will request the extension from the provost in writing as soon as possible after the faculty member recognizes the need for the extension and will inform the department chair of the request for an extension. Notification must be received by the provost prior to the date on which the faculty member's tenure package is required to be sent to external reviewers (that is, on or about August 1 for Fall Cycle tenure review; January 2 for Spring Cycle tenure review).

The provost will consider the request and send a letter to the faculty member regarding whether or not the request is approved. If approved, the letter will inform the faculty member of his or her revised reappointment and tenure review schedule. The faculty member will sign the letter to confirm acceptance of the new dates. The provost's office will inform the dean and department chair of the new dates.

Expectations for meeting tenure criteria shall not be increased for tenure candidates who receive extensions. During tenure review, therefore, the department chair shall inform internal and external evaluators that the candidate must be evaluated with the same tenure criteria as candidates who have received no extensions and with the same expectations for accomplishments as would be applied to candidates who received no extensions.

### **2.2.5.7.3 Elective extension of probationary period for any reason in the year prior to the final probationary year**

An untenured faculty member (assistant, associate, or full professor) may, in the year prior to his or her final probationary year, request from the provost a tenure-clock extension of one semester or one year for any reason, provided that he or she has not already been granted extensions constituting the maximum of two years (see 2.2.5.8).

The faculty member will request the extension from the provost in writing as soon as possible after the faculty member decides he or she wishes to request the extension and will inform the department chair of the request for an extension. Notification must be received by the provost prior to the date on which the faculty member's tenure package is required to be sent to external reviewers (that is, on or about August 1 for Fall Cycle tenure review; January 2 for Spring Cycle tenure review).

If granting the extension would not violate the maximum length for the probationary period, the provost shall grant the request and send a letter to the faculty member informing him or her of the revised reappointment and tenure review schedule. The faculty member will sign the letter to confirm acceptance of the new dates. The provost's office will inform the dean and department chair of the new dates.

Expectations for meeting tenure criteria shall not be increased for tenure candidates who receive extensions. During tenure review, therefore, the department chair shall inform internal and external evaluators that the candidate must be evaluated with the same tenure criteria as candidates who have received no extensions and with the same expectations for accomplishments as would be applied to candidates who received no extensions.

#### **2.2.5.8 Maximum length of probationary period**

The maximum length of the probationary period of a faculty member, with all extensions, is eight years.