

Checklist for Stopping the Tenure Clock

- Consider various work options that may be available to you such as requesting an alternative to teaching work assignment (add web site), a Family Medical Leave, and/or your accrued disability leave. For more information contact Kathleen Bell or Rhoda Blake at Employee Health & Benefits located at 143 Corbett Hall, 581-2367 or visit <http://www.umaine.edu/hr/faculty/>
- In instances of childbirth, child rearing, or adoption, a faculty member may initiate a one-year extension of the probationary period by notifying her/his department head in writing on or before the first day of the academic year in which the extension will apply. The faculty member should also submit a copy of this notice to the departmental Peer Committee.
- In cases of exceptional personal and professional life circumstances, a probationary faculty member may request a one-year extension of her/his probationary period. Such requests should be submitted in writing to the department head for review and recommendation to the appropriate dean and the Provost.
- Review the standards relating to promotion and tenure in your departmental evaluation criteria. If you do not have a copy of the criteria, ask your department chair/school director, chair of the peer committee, or departmental contact person for a copy.
- Talk with colleagues whom you trust and respect who have been previously promoted and/or tenured about how your teaching, scholarship and service record measures up to these criteria and in what areas they feel that progress or corrective action should be considered.
- If past reappointments/evaluations have suggested remedial measures, you may want to seek out a faculty mentor or the help of the Center for Teaching Excellence.
- Consider what would be a realistic timeframe for you to achieve success in areas that currently are a concern relative to the standards in your department evaluation criteria. It may be helpful to develop a written timeline that you feel is reasonable and attainable given your other work and personal commitments. Consider such things as your workload, your efforts to improve your teaching evaluations, the competitive nature of grants, and the sometimes significant time lag between submissions of papers and articles and their publication in journals (especially in light of the exclusivity and acceptance rate of those journals). Seek out colleagues who will give you honest feedback regarding the achievability of the timetable you have developed.
- Remember if you stop the tenure clock for one year, you may seek/request a second year delay of tenure decision.
- Stopping the Tenure Clock does not change the timetable or cycle for future reappointments.
- If you received prior credit at the time of your appointment, you may opt to not use any or all of that credit (in full year increments). The AFUM agreement provides that if you elect to use the prior credit, you may make a one-time application for tenure. If tenure is not granted, you will receive a terminal year reappointment.