



Office of the Provost

Tenure-Clock Extension Form USC Columbia

The University of South Carolina promotes an academic culture that is supportive of faculty and their families. The University is committed to attracting and retaining the highest-quality faculty to academic disciplines critical to our state, including business, education, engineering, nursing, public health, and medicine, as well as to supporting the state's vibrant history of arts and culture with excellent faculty in the liberal arts. Faculty thrive in an equitable and productive academic environment that supports health and well-being. Major life events, such as the birth or adoption of a child, or health issues for faculty members and their families, can have a profound effect on their lives, whether anticipated or unanticipated. Policy [**ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review**](#) is one of several Family Friendly policies designed to ensure a workplace culture that is flexible and supportive of faculty as they navigate their personal and family responsibilities, a culture in which all faculty can thrive personally and professionally.

Periodically a faculty member may need to request extension of the tenure probationary period in order to respond to an anticipated or unanticipated personal event or situation. To request a tenure-clock extension and/or tenure progress review adjustment, the faculty member should submit [**this Tenure-Clock Extension Form**](#) to their department chair or dean. If additional documentation is needed to evaluate the request, please submit it to the appropriate party (as described below). The Vice Provost and Dean of Faculty provides the final approval for a tenure-clock extension.

This form must be submitted within twelve months of the qualifying event. See policy [**ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review**](#) and related [**policy ACAF 1.05 Tenure Progress Review of Faculty: Third Year Review**](#) for further information. This form should not be used to request accommodations under the Americans with Disabilities Act (ADA), as amended. Please see [**Workplace Accommodations**](#) for instructions related to requesting ADA accommodations.

To request a tenure-clock extension, the faculty member must submit the first three items to their direct supervisor; see instructions below for how to submit appropriate documentation.

1. Completed form submitted within twelve months of the related event.
2. Justification for the request, if not considered confidential information.
3. Documentation for the request, including certificate of birth, adoption, or death.
 - a. Non-confidential documentation can be submitted to your direct supervisor, along with this request form.
 - b. If you have any information/documentation that is considered confidential (e.g., birth certificate, adoption paperwork, certification from a health care provider, etc.) to submit with your request, please instead submit all documentation, along with a copy of this form, directly to Employee Relations in the Division of Human Resources at USCER@mailbox.sc.edu. Any confidential information will be viewed and retained within Employee Relations and will be kept confidential in a manner that is consistent with state and federal law. Please note that Employee Relations will confirm receipt of documentation with the department.
4. The faculty member must include a copy of the approved tenure-clock extension form in the tenure and promotion primary file.

PLEASE NOTE: Modified Duties for Faculty

A faculty member requesting a tenure-clock extension may also eligible to request modified duties. For more information, see policy [**ACAF 1.60 Modified Duties for Faculty**](#).

Tenure-Clock Extension

Form USC Columbia

Faculty Member Name: _____ Rank: _____

College/School: _____ Department: _____

Campus Address: _____ Campus Phone: _____

Initial Appointment Date: _____

Prior tenure-clock extension approval date(s): _____

Please check the appropriate box(es) below and submit the required documentation for the relevant event or circumstances (i.e., birth certificate, physician's certification, etc.) as instructed. This form and documentation must be submitted within twelve months of the related event.

☐ **A. Automatic Extension**

A tenure-track faculty member is eligible for an automatic one-year extension of the maximum probationary period related to the birth or adoption of a child, or the death of a spouse/partner or child.

☐ **B. Requested Extension**

A tenure-track faculty member is eligible for a one-year extension of the maximum probationary period for life-challenging situations by request and upon approval for the following reasons: a serious illness of the faculty member and/or the faculty member's spouse/partner, child or parent; death of a parent; the placement of a foster child; or other relevant circumstances.

☐ **C. Tenure Progress Review Adjustment**

A faculty member is eligible for an adjustment of the timing of the tenure progress review when appropriate in conjunction with an automatic or approved extension of the tenure clock prior to submission of the tenure progress review.

I have reviewed policy [ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review](#). I understand that I may choose to proceed with my original tenure decision year if desired

Faculty Member Signature

Date

Required Approvals:

Please attach additional comments as necessary. In the case of a denial, a written justification is required.

Employee Relations Signature (if applicable)

Date

☐ Confidential Information
☐ Confirmed

Department Chair/School Director Signature

Date

☐ Approve ☐ Deny

College/School Dean Signature

Date

☐ Approve ☐ Deny

Vice Provost and Dean of Faculty

Date

☐ Approve ☐ Deny

Please note that approval
may be automatic.