

OIST “Stop-the-Clock” Policy for Faculty members

April 1st ,2015

Approved by Dean of Faculty Affairs

Tenure track faculty may request an extension of their contract and postponement of their tenure evaluation to accommodate parental responsibilities relating to the birth, adoption of a child or rearing of a baby. This policy is referred to as “Stop-the-Clock”.

All full time tenure track faculty responsible for the care of a new born or newly adopted child in the family after hiring and before the submission of the tenure documents are eligible. One further extension may be requested to accommodate the birth or adoption of a second child. Faculty cannot apply to stop the clock twice in the case of a multiple birth (e.g., twins).

Upon receipt of a written request to the Dean for Faculty Affairs to “Stop the Clock”, the following actions will be taken.

1. The tenure review date will be postponed by one year.
2. The contract end date of the faculty member will be extended by one year.
3. The Unit funding will be extended by one year.
4. The contracts of unit staff will not be automatically extended.

This policy is independent of maternity, parental or childcare leave. An extension of the tenure evaluation period does not alter the faculty member’s normal duties (i.e., teaching, supervision).

A faculty member who wishes to extend the tenure evaluation period to accommodate the addition of a child to the family shall complete the form and submit it to the Office of the Dean for Faculty Affairs. The application to “Stop-the-Clock” must be submitted before the tenure review process begins (i.e., due date for submission of materials for tenure review).

In cases where there are extenuating circumstances (e.g. multiple births, difficult pregnancy, premature birth or medical conditions associated with childbirth), the Dean for Faculty Affairs may grant an additional 3-6 month discretionary extension. A request for an additional discretionary extension must be submitted to the Dean of Faculty Affairs together with supporting documentation (e.g. a medical certificate).