**"Stop-the-Clock" Application Form**

**For Tenured Faculty members (Unit Review)**

A tenured faculty member who wishes to apply “Stop-the-Clock” for unit evaluation shall complete the form and submit it to the Dean of Faculty Affairs four months before the unit evaluation start date (i.e., due date to submit the final dossier for unit review).

Name:

Unit:

Reason for Extension:

Date of birth of new born or date of adaption:

Applicant’s signature: Date:

Office use only:

New tenure review year:

New contract end date:

*Dean of Faculty Affairs:*

 Approved Date:

 (Signature)

*Vice President for Gender Equality and Human Resource Development:*

 Approved Date:

 (Signature)

*President:*

 Approved Date:

 (Signature)