



“Stop-the-Clock” Policy For Science and Technology Associates

January 20, 2017
Approved by Dean of Faculty Affairs

Science and Technology Associate may request an extension of their contract and a postponement of review evaluation for their contract renewal and research support 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 Science and Technology Associates responsible for the care of a new born or newly adopted child in the family are eligible. One further extension may be requested to accommodate the birth or adoption of a second child. They 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 review date will be postponed by up to one year.
2. The contract end date of the Science and Technology Associate will be extended by up to one year.
3. The research funding will be extended by up to one year.

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

Modification History

Date	Author	Modification
January 20, 2017	Dean of Faculty Affairs	First approved document