



## **“Stop-the-Clock” Policy For Tenured Faculty members (Unit Review)**

December 5, 2016  
Approved by Dean of Faculty Affairs

Tenured faculty may request postponement of their unit review 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-Unit Review”.

All full time tenured faculty 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. Faculty cannot apply to stop the clock twice in the case of a multiple birth (e.g., twins). Only two requests to “Stop the Clock” may be made during the time a faculty member is employed at OIST.

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

1. The unit review date will be postponed by up to one year.
2. The unit funding will be extended by up to one year.
3. The contracts of unit staff will not be automatically extended.

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

A faculty member who wishes to extend the unit review 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 unit review process begins (i.e., due date for submission of materials for unit 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
July 28, 2016	Gender Equality Committee	First draft (Approved by Executive Committee on August 10, 2016)