



MEMORANDUM

To: All Pre-Tenure Faculty

Cc: Chairs, Deans, Directors, Faculty Senate Executive Committee

From: Robyn Hannigan, Provost

Re: Tenure Delay Due to COVID-19

Date: March 24, 2020

Clarkson University recognizes that the coronavirus (COVID-19) pandemic has created circumstances impact faculty in a variety of ways. Challenges in achieving professional goals in teaching, research, and service are nuanced and varied. Most notably activities in support of scholarship are compromised. Addressing the situation is especially critical for faculty working toward tenure within a limited and specified timeframe. Therefore, we are offering automatic approval for a one-year extension of the probationary period to all applicable tenure-track faculty.

Who is eligible?

Eligible faculty are ALL tenure-track faculty who are in their probationary (pre-tenure) period during Spring 2020.

What does it mean to opt in?

- Faculty who opt in will automatically be granted a one-year extension to their probationary period (i.e., tenure clock).
- Faculty who opt in and who have not yet completed their 3rd year review may choose to move their 3rd year review to their 4th year, or only move the mandatory tenure review by one year. That is, faculty may continue with their 3rd year review (in the originally scheduled year) AND move their tenure review. Or, faculty may move their mandatory 3rd year review thereby automatically moving their tenure review by one year.
- If faculty opt in but later decide that they do not need the additional year in their probationary period, they may request, in writing to their unit head, a return to their original calendar for either the 3rd year review (thus moving the tenure review back to its original calendar) or the tenure decision year (moving it back to its original calendar). This request



must be made, to the Provost, one year in advance of the scheduled review semester/year (e.g., the new delayed review schedule).

When do faculty have to decide whether or not to opt-in?

For faculty who have taken leave and already delayed their tenure review period, the 'original' review schedule refers to the one currently in place for Academic Year 2019-2020.

- If your mandated tenure review is scheduled for Fall 2020, you will have until May 1, 2020 to opt in.
- For faculty whose 3rd year review is scheduled for the 2020–2021 academic year and who wish to move their 3rd year review, you will have until May 1, 2020 to opt in.
- For faculty who are scheduled for their 3rd year review in 2020–2021 and plan to complete the review at the scheduled time but wish to delay their tenure review, they may opt in for that extension until May 1, 2020.
- For all other tenure-track faculty in their probationary period (post-third year review), they may opt in until May 1 of the academic year immediately preceding their tenure review.

How do faculty opt-in?

Faculty who wish to opt-in should complete the 2020 Automatic Notification of Extension of Tenure Clock due to COVID-19 form (enclosed with this email or on the [Academic Affairs Intranet Site](#)) and submit it via email to unit head. This form should then will be submitted through email to their Dean/Director for signature and then to the Provost. Faculty who have difficulty of any kind with form submission (e.g., with electronic signatures) should contact the Amanda Pickering, Executive Director of Academic Affairs (apickeri@clarkson.edu) for assistance.

Who should faculty contact with questions?

Faculty with questions about whether to opt in or not are advised to contact their unit head and Dean/Director as appropriate.

Please contact [Amanda Pickering](#) in the Office of the Provost with questions about process.