

## REQUEST FORM

### EXTENSION TO THE TENURE/SECURITY-OF-EMPLOYMENT CLOCK DUE TO THE IMPACT OF COVID-19

As outlined in [communications to the UCSC campus](#), due to the impact of the COVID-19 public health crisis on senate faculty members, Assistant Professors and Assistant Teaching Professors (Lecturers with Potential for Security of Employment) may request a one-year (3 quarters) extension of the tenure/security-of-employment (SOE) clock under [APM 133-17](#). Extensions must be requested before the tenure/SOE review begins (i.e. prior to July 1 of the academic year which you are On Call for tenure/SOE review). Extensions to the tenure/SOE clock delay the date of the mandatory tenure review, but do not impact the timing of regular reviews for reappointment, merit, or midcareer appraisal. Faculty with tenure/SOE clock extensions may still choose to undergo tenure review at the normal time.

This form for requesting a one-year (3 quarters) extension to the tenure/SOE clock may be submitted to your department chair in lieu of the email process described in previous communications.

Requests are subject to the approval of the Vice Provost of Academic Affairs. You will be notified at the time the request is approved. *[Tenure/SOE clock extension requests unrelated to COVID-19 follow a different request and approval process – if applicable contact your divisional academic personnel office for more information]*

#### **SECTION 1: Completed by Requesting Faculty Member**

Name (First & Last): \_\_\_\_\_

Faculty Title:  Assistant Professor       Assistant Teaching Professor

Department: \_\_\_\_\_

Have you previously been approved for a tenure/SOE clock extension (for any reason)?  Y /  N

Brief statement/explanation of the disruption related to COVID-19 (1-2 sentences will suffice):

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **SECTION 2: Completed by Department/Dean**

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

**DIVISION:** Forward request form to APO ([apo@ucsc.edu](mailto:apo@ucsc.edu)) for VPAA review after dean signature.

**APPROVAL [APO use only]:**

I approve your request for a one-year (3 quarters) extension of your tenure/SOE clock. Presuming no other changes, your tenure/SOE review will commence no later than \_\_\_\_\_ quarter, \_\_\_\_\_. The corresponding end date of the review period will be \_\_\_\_\_.

Additional Notes: \_\_\_\_\_

\_\_\_\_\_  
VPAA Signature

\_\_\_\_\_  
Date