September 2015

To: All UW-Madison Faculty Members

From: Sarah Mangelsdorf, Provost and Vice Chancellor for Academic Affairs

Re: Policies regarding extension of the probationary period (stopping the tenure clock) and leaves of absence

Let me draw your attention to information about our campus policy regarding extension of the probationary period for untenured faculty. The policy provides for extensions for many circumstances: following the birth or adoption of a child; for significant elder or dependent care obligations; and for other circumstances, including personal medical circumstances, that significantly impede progress toward tenure and are beyond the control of the assistant professor.

It is important that all faculty understand how this policy works. Following the birth or adoption of a child, the process is straightforward. A simple letter or email directly from the assistant professor to the provost at the time of birth or adoption is all that is required. Extensions for other circumstances require review and approval by the departmental executive committee, dean, University Committee, and provost. Procedures for requesting an extension and the University Committee’s Checklist for Submitting Leave of Absence and Tenure Clock Extension Requests are posted on the Office of the Secretary of the Faculty’s web site.

New faculty have the opportunity to hear “An Overview of the Tenure Process” and specific information about stopping the tenure clock at our new faculty welcome and at workshops on the tenure process.

Department chairs and faculty mentors should be sure that untenured faculty members are aware of and familiar with this policy. Indeed, all members of the faculty should understand how important this policy is for attracting new faculty to this campus and providing them with the best possible opportunity for success.

If you have further questions about this policy, you should feel free to contact:

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