

## **Adjustments to Counting Service toward Tenure** **(Stopping the Tenure Clock)**

### **PURPOSE**

The procedures listed below establish a formal method for tenure-track faculty members to request temporary departure from the tenure-track as authorized by PS-36-T.

It is the policy of Louisiana State University to recruit and employ the best qualified faculty. In accordance with this goal, the University strives to provide every opportunity for tenure-track faculty to attain a record worthy of tenure and promotion. In the course of a faculty member's time in rank, the University may grant a temporary departure from the tenure-track. These guidelines are designed to implement VIII D of Policy Statement 36-T, *Tenure-Track and Tenured Faculty: Appointments, Reappointments, Promotions, Tenure, Annual Reviews, and Enhancement of Job Performance*. Nothing in these procedures shall supersede the provisions of PS-36-T.

### **GENERAL PROCEDURES**

A tenure-track faculty member may request temporary departure from the tenure-track timetable under the following circumstances:

1. While on approved leave without pay.
2. While on FMLA leave.
3. During a temporary part-time assignment.
4. During a time period in which, at the request of the faculty member, he/she has been assigned duties that do not contribute to a case for advancement to tenure.
5. During a period of time when the faculty member's personal obligations or situation can reasonably be anticipated to impede progress towards tenure. Such situations might include serious personal health conditions; pregnancy, childbirth, or the adoption of a child; care of a spouse or parent; death of a family member; significant delays in the provision of start-up funds or facilities; and effects of natural disasters. While this list is not designed to be exhaustive, it is designed to communicate the substantive nature of circumstances covered by these procedures.

If a request for departure from the tenure-track is approved, the faculty member will enter into a written agreement which sets out the specific time period which will not be counted toward tenure and which establishes the year of the faculty member's mandatory tenure review. The agreement will also specifically state that the time period of temporary departure from the tenure-track will not be considered "service" within the meaning of LSU Board of Supervisors Regulations, Chapter II §2-7 and/or will not be service for the purposes of attainment of tenure by the passage of time. The agreement will provide that the faculty member's existing term appointment will be extended by the approved period in order for the faculty member to have equivalent time to build a case toward tenure on which to be evaluated. Further the agreement will extend the period for third-year review. Finally, the agreement will include a written acknowledgment by the faculty member that he/she understands the effect of the agreement on his/her tenure-track period. Final approval of temporary departure from the tenure-track is at the sole discretion of the LSU System President or his designee.

These procedures do not apply to a faculty member who has been given a notice of non-reappointment or for whom the year of the mandatory tenure review has begun.

A faculty member may request a departure from the tenure-track while continuing to work and may continue to be paid for such work. The work completed during this timeframe may still receive consideration during reviews.

Temporary departure from the tenure-track will not negatively impact a faculty member's Graduate Faculty status.

A faculty member may request departure from tenure-track for a period of up to one year. A faculty member may request additional departure(s) from the tenure-track by separate written request(s). Each request will be considered separately.

Whenever possible, requests should be made on a prospective basis. However, the University recognizes that circumstances may not always allow a faculty member to anticipate the need for a request for departure from the tenure-track. Therefore, retroactive requests will be considered on a case-by-case basis, provided the individual has not received a notice of non-reappointment and has not entered the mandatory review year.

#### Process for Requesting Temporary Departure from Tenure-track:

1. A faculty member desiring temporary departure from tenure-track should initiate the request in writing to his/her Department Chair/Head or Director. The request should include the reason for the request, the impact on the faculty member's teaching and scholarly activities, the timeframe requested, and any modifications to duties while temporarily on the non-tenure-track. If the request is related to FMLA leave and the faculty member would prefer to not disclose the pertinent information to the dean and/or chair, he/she can provide the details directly to the Office of Human Resource Management (HRM).
2. The Chair/Head/Director will forward the request with a recommendation to the Dean.
3. The Dean will review the request and forward it with a recommendation to HRM.
4. HRM will attach the faculty member's employment history and note how the request will impact the tenure-track period and then send the packet to the Provost for review/approval.
5. If the Provost approves the request, the request will be sent to the Chancellor for review/approval.
6. Once the Chancellor approves the request, HRM will send the faculty member a proposed agreement to sign.

Once the proposed agreement is signed, HRM will send the entire packet, including the signed agreement, to the LSU System President or his designee for final approval. The agreement will not be effective until this approval is obtained.

A faculty member who utilizes these procedures may nonetheless elect to be considered for review according to his/her original tenure timeline. The fact that the faculty member made a request will not be considered in connection with such review (i.e. judgments will be based solely on the criteria for tenure and promotion as articulated in PS-36-T).

It is the responsibility of the Dean and the Department Chair to ensure that modifications to the tenure-track do not create or perpetuate prohibited discrimination or result in judgments about candidates for promotion and tenure that are based on any criteria other than those articulated in PS-36T. Deans and Department Chairs should orient promotion and tenure committees to the appropriate treatment of cases that fall within these procedures. Candidates should be evaluated solely on the basis of their records. Utilization of these procedures should not reflect negatively on the candidate.

Similarly, the standard letter to external reviewers of promotion and tenure candidates should provide information about these procedures and how evaluators are to consider departures from the tenure-track. The statement should be, *"The candidate was granted a temporary departure from the tenure-track pursuant to University procedures and should be evaluated as if he/she were on the normal tenure-track timeframe. LSU's procedures state that faculty members shall not be disadvantaged because they elected to "stop the tenure clock" and this should not reflect negatively on the candidate."*

The University will strive to educate tenure-track faculty through wide dissemination through various resources including recruitment brochures, websites, and faculty orientation programs. The University will also maintain, through the Office of Human Resource Management, ongoing data regarding the use of these procedures with particular attention to the outcome of promotion and tenure decisions of individuals who have been granted extensions of the tenure-track period. The Office of Academic Affairs and HRM are also charged with providing safeguards against abuse of these procedures.