

Office of the Provost

Temporary Policy Extending NAU Tenure Clock Due to COVID-19 Impacts

July 22, 2021

Northern Arizona University recognizes the significant impact COVID-19 has had on Faculty and Academic Professionals working toward tenure and continuing status. Therefore, we are offering an optional process for requesting a one-year extension of the promotion clock to all tenure-eligible or continuing-status eligible candidates.

Who is eligible?

- Tenure-eligible Faculty or continuing status-eligible Academic Professionals (Librarians and Archivists) whose Notice of Appointment defines a start date before June 30th, 2021, at any point in their tenure clock.
- This opportunity does not apply to non-mandatory promotion applications (e. g. promotion to full professor or promotion within the NTT ranks).
- This opportunity does not apply to those tenure-eligible Faculty or continuing status-eligible Academic Professionals who received a one-year tenure clock delay in 2020.
- This request for a one-year delay is optional. Faculty and Academic Professionals wishing to proceed with their application on their already-established plan, for example those applying in Fall 2021, may elect to continue with their original application plan as the default process.

What are the implications and expectations?

- This is a one-time opportunity to make a request to delay an individual's tenure clock. The decision an individual makes to either accept this optional opportunity or move forward as originally planned should therefore be based on currently available information.
- Selecting this option will result in a new "mandatory review date". This new review date will set a new year of review for P&T that cannot be delayed again (or changed to an earlier date) except with approval by the President (per established policy (ABOR COFS 6-201 I.3 and COFS 1.3.1.5 f)).
- Any eligible Faculty member or Academic Professional who selects this opportunity to extend their clock does so with the explicit understanding that any salary increases related to promotion will necessarily be delayed one year and will be applied only after the actual promotion occurs.
- All committee and administrative level reviews for promotion and tenure will be conducted with the same expectations and criteria, regardless of whether or not an application was delayed.

How should I proceed?

- Review your unit guidelines/criteria for promotion & tenure and consult with your department chair/director and dean (***if required by your dean***) to discuss how those criteria might be

applied at all levels of review. Each individual is solely responsible for ensuring that they completely understand how all applicable criteria might be applied at all levels of review.

- By August 2, 2021, notify the Vice Provost for Faculty Affairs (Astrid.Klocke@nau.edu) of your intention to delay the tenure clock by following the instructions below.
- Failure to complete and forward the requested information to the VPFA by August 2, 2021, will be considered confirmation that the Faculty member of Academic Professional has chosen not to accept this optional opportunity and agrees that they will remain on their current clock and will maintain the current mandatory review date.

Is there a policy covering tenure-clock delays?

See NAU COFS 1.3.1 5f under APPOINTMENTS: “In the case of a tenure-eligible appointment, the Notice of Appointment will include a notification of any credit in years for prior professional activity toward tenure. These negotiated terms will **not preclude the right of a faculty member to request a delay in tenure review, which shall be subject to approval by the President.**” (Emphasis added)

See ABOR COFS 6-201 I.3: “University rules and procedures applicable to tenure-eligible faculty members shall include (1) a maximum probationary period no longer than seven (7) years in full-time service at tenure-eligible rank, **except in cases of waiver by the president for an individual faculty member, or as provided by policies established by the university to extend the period for individual faculty members facing adverse circumstances;** (2) a mandatory periodic review; and (3) provisions to cover situations in which the faculty member's assignment is changed. A tenure-eligible faculty member shall have no expectation of renewal for the maximum probationary period.

To request the tenure clock delay:

1. Consult with your chair/director and dean (*if required by dean*) about your intention to request a tenure clock delay.
2. Draft an email with the following information: Your name, title, college, department, year of current mandatory tenure review.
3. Enter the following into the Subject line: “Request for tenure clock delay”
4. Copy/paste the following statements into the body of the same email: “I choose the one-time option to extend the mandatory review date for promotion/tenure by one year. I acknowledge that the deadline for selecting this option is August 2, 2021. I acknowledge that any salary increases related to successful promotion will be delayed by one year, and will only be applied after the successful promotion occurs.”
5. Copy your chair/director and dean on the email.
6. Submit this email to Astrid.Klocke@nau.edu by August 2, 2021.

You will then receive a confirmation letter that will become part of your Personnel file.