

# Procedure to Request Tenure-Clock Extension

*Due to Extraordinary Impacts on Research or Creative Productivity*

## Overview

The Provost approved a process via Interfolio by which a probationary, untenured faculty member can request a one-year stoppage of the tenure clock, if a faculty member believes his/her scholarly/creative productivity has been significantly, negatively affected due to extenuating circumstances. (An extension request due to extraordinary impacts on productivity is in addition to any prior extension granted. However, as there are limits to granting multiple extension requests, requests will be considered in accordance with the [University Faculty Handbook](#)). This procedure is effective for faculty who are scheduled for mandatory tenure or mid-tenure review in 2022-2023 and future academic years.

Requesting faculty member's deadline to request extension: Before the school's deadline for dossier submission<sup>1</sup>

## Procedure

1. Request Dean's Office to Establish an Interfolio Packet
2. Dean's Office will notify the requesting faculty member (and Department Chair, if appropriate) that an Interfolio packet is ready for the faculty member to access to submit required materials.
3. Requesting faculty member uploads the following required documents, then submits the Interfolio packet to the Department Chair/Dean's office.
  - a. *Written, signed request (memo/letter) clearly delineating the extenuating circumstances that might warrant the extension.*
  - b. *Updated CV*
  - c. *Interfolio Faculty180 report (2021, or most recent year thereafter)*
  - d. *Additional documents, if helpful in supporting evidence of extenuating circumstances.*
4. Department Chair (for schools with departments) uploads into the Interfolio packet a signed memo to the Dean endorsing (or not) the request, with explanation, and forwards the packet to the Dean's Office.
5. Dean's Office uploads into the Interfolio packet a signed memo to the Provost endorsing (or not) the request, with explanation, and forwards the packet to the Provost's Office.
  - a. *The dean adds to the memo as much supporting evidence as possible, consulting with associate deans or others as needed.*
6. Provost's Office informs Dean's Office of the decision, which the Dean's Office communicates to requesting faculty member and department chair.

---

<sup>1</sup> As noted in the University Faculty Handbook (4.4.2 Extension of the Probationary Period): "No extension of the probationary period will be granted during the academic year in which an academic review (third year review or tenure review) is to take place... No request for an extension of the probationary period can be made under this provision if the semester scheduled for initiation of the tenure review process has begun."

---

Last Revised: February 2022 (previous revision: n/a)  
Guidelines Owner: Office of Academic Affairs & Provost  
Coordinating Unit(s): All schools  
Contact Name: Ana M. Lopez  
Contact Title: Associate Provost for Faculty Affairs  
Contact Email: [aapops@tulane.edu](mailto:aapops@tulane.edu)  
Contact Phone: (504) 865-5261