

School of Business Process for Clock Extensions due to COVID-19 –4/27/20

This document clarifies the Provost's office memo on Faculty Handbook Section 2.7.4.

Tenure-track faculty may request an extension to their third-year renewal (which also effectively extends their clock) or their tenure clock by emailing their area chair, and copying Cheryl Druehl (cduehl@gmu.edu) and Tara Hammond (tthammon1@gmu.edu). Note that this is an "opt-in" policy so must be requested.

Any requests must be submitted via email before August 25 of the year of the renewal or tenure process. However, for tenure, it is recommended that a faculty member informs the area chair (copying Tara Hammond and Cheryl Druehl) in writing prior to June 1 of the year of the tenure process due to the external letter process.

Third year renewal extension

- For a third-year renewal extension, this applies to tenure-track faculty who are in their first or second year of their tenure clock, including those hired on tenure track contracts in January 2020. This includes those who have not gone through renewal even if they have had another type of clock extension.
- If a tenure-track faculty requests a third-year renewal extension, their third-year renewal will be a year later. Assuming they are renewed, the new contract is for 3 years. They would then go up for tenure in their 3rd year of the second contract, unless they choose to go up early.

Clock Extension

- Clock extension requests apply to those past their third-year renewal. If a faculty member already has had one or two extensions, they may still utilize this extension.
- This extension does not preclude the granting of other extensions based upon criteria listed in the Faculty Handbook (Section 2.7.4). In other words, if a faculty member obtains a clock extension due to COVID-19, they are still eligible for up to two additional extensions per the faculty handbook.

Please note:

- Summer support is guaranteed for 3 years only and is renewable for 2 more per the summer support policy posted on the document library. A clock extension does not extend the summer support. However, all tenure-line faculty are encouraged to apply for competitive summer support if they do not already receive summer support.
- For a clock extension due to COVID-19, the 9 credit workload for the first three years for tenure-track faculty will not extend for an additional year.
- Scholarly academic (SA) faculty qualification will extend by 1 year if the tenure clock is extended for COVID-19.
- A faculty member may always elect to go up for tenure early, regardless of clock extensions.

Tenure Clock and Third Year Renewal Extension Policy

Provost memo

The Provost's Office, in conjunction with members of the Faculty Senate, considers COVID-19 as a circumstance that warrants the granting of an extension of the tenure-track contract and of the third-year renewal, as per Faculty Handbook 2.7.4.4.

- All tenure-track individuals may seek to extend their tenure clock by one year by notifying their local academic unit head as soon as possible, but no later than August 25 of the academic year in which their tenure decision would have been made.
- All tenure-track faculty who are in their first or second year of their tenure clock, including those hired in January 2020, may seek to extend their third-year contract renewal by one year by notifying their local academic unit head as soon as possible, but no later than August 25 of the academic year in which their tenure decision would have been made.
- Tenure-track faculty will receive only one extension due to this extraordinary circumstance.

This extension does not preclude the granting of other extensions based upon criteria listed in the Faculty Handbook (Section 2.7.4). For more information, [click here](#).