

# IOWA STATE UNIVERSITY

## FREQUENTLY ASKED QUESTIONS: Tenure-Clock Extension for Pre-Tenure Faculty Due to COVID-19

### Q1. Who is eligible for an extension of the tenure-clock due to COVID-19?

All tenure-track faculty who are in their probationary period during the Spring 2020 semester are eligible for a one-year extension of the tenure-clock due to the disruption of COVID-19. This extension applies to all faculty regardless of personal circumstance (e.g., health challenges, self-isolation, caregiving responsibilities).

### Q2. How do I request an extension of the tenure-clock due to COVID-19?

A faculty member may request an extension via Workday using the *Create Request* task and “COVID-19” reason. Step-by-step instructions are found here:

<https://iastate.box.com/v/tenureclockext>

Additional documentation (e.g., justification memo) is not needed for an extension due to COVID-19. This extension will be approved automatically for all pre-tenure faculty who submit their request by the indicated deadlines (see Q3).

As always, faculty are advised to discuss progress towards preliminary review and/or promotion and tenure with their department chair, Associate Dean for Academic Personnel, and/or Human Resources (HR) Partner prior to requesting an extension of the tenure-clock.

### Q3. What is the deadline for requesting an extension due to COVID-19?

A faculty member whose mandatory promotion and/or tenure review is scheduled for academic year 2020-2021 must request the extension by end of the business day on May 15, 2020. (We have extended the April 1 deadline in order to give faculty a chance to determine if an extension is needed.)

Faculty whose mandatory promotion and/or tenure review is scheduled for academic year 2021-2022 must request the extension by April 1, 2021.

For all other pre-tenure faculty, requests for extension of the tenure-clock due to COVID-19 may be made within two years of Spring 2020, but no later than April 1, 2022.

**Q4. How does the COVID-19 tenure-clock extension apply for a faculty member who has not yet gone through their preliminary review (also called third-year review)?**

A faculty member who has not yet gone through their preliminary review may request a one-year extension of the tenure-clock due to COVID-19. The one-year extension will be applied to his/her/their preliminary review date. The extension will extend the preliminary review date by one year and, as a result, also extend the mandatory promotion and tenure review date by one year.

**Q5. What if a faculty member has already received two tenure-clock extensions for other reasons prior to COVID-19? How many tenure-clock extensions are allowed?**

The one-year COVID-19 extension does not count toward the two-year maximum limit on tenure-clock extensions described in *Faculty Handbook* 5.2.1.4. If a faculty member has already been granted two approved tenure-clock extensions, they are still eligible for a single COVID-19 extension.

**Q6. Is a faculty member who receives an extension due to COVID-19 eligible to request another extension at a later date?**

Yes, the faculty member is eligible to request another tenure-clock extension at a later date. Because the one-year COVID-19 extension does not count towards the two-year maximum limit (see Q4), a faculty member may receive up to two additional years for reasons not related to COVID-19. See the *Faculty Handbook* 5.2.1.4 for more detail on the circumstances for which an extension may be requested.

**Q7. What if a faculty member requests a tenure-clock extension due to COVID-19, then decides later that they no longer need it? Can the extension be rescinded?**

When a faculty member receives an extension of the tenure-clock for any reason, his/her/their employment contract is extended by the corresponding number of years (one or two). Once the contract is extended, the probationary period and mandatory review dates are changed. This contract extension cannot be rescinded. However, a faculty member who requests an extension for any reason, and who later decides that they do not need or want the additional year, may consult with the department chair and decide whether they would like to submit their materials earlier without penalty, and with the understanding that the review is not mandatory.

**Q8. For faculty who receive an extension of the tenure-clock, are the scholarly expectations for preliminary review or promotion/tenure review increased?**

No, scholarly expectations are not increased. The *Faculty Handbook* 5.2.1.4 is explicit on this point: "Scholarship accomplished by a tenure-track faculty member during an extension period shall be counted as part of a candidate's record. Standards regarding what constitutes a record deserving of tenure shall not be raised to adjust for any granted extension."

**Q9. Who should pre-tenure faculty contact with additional questions regarding a tenure-clock extension?**

Faculty who have questions about requesting a tenure-clock extension are encouraged to consult with their department chair. The respective college Associate Dean for Academic Personnel and HR Partner are also available to answer questions.