

4 October 2000

To: Department Chairs

From: Thomas D. Sharkey, Chair  
University Committee

Re: Checklist for Submitting Leave of Absence and Tenure Clock Extension Requests

The University Committee must approve some leaves of absence and all tenure clock extensions. To assist departments making such requests, the UC has compiled the attached checklist. Use of this checklist should ensure that all such requests include the required documentation, and therefore facilitate timely turnaround. Also attached is a memorandum sent last year describing new rules for setting the tenure clock when hiring new faculty, as well as the UC's *Guidelines for Submitting Requests for Rule Waivers of Faculty Policies and Procedures*. All of these documents may be accessed on the secretary of the faculty's website (<http://wiscinfo.doit.wisc.edu/secfac/univcomm/General.htm>). We hope you find these helpful.

Please note that all materials should be submitted to the provost. Matters that require University Committee review will be transmitted by the Office of the Provost to the committee.

As always, if you have questions please contact Secretary of the Faculty David Musolf, who can assist you in interpreting the regulations.

Attachments

c: Academic Deans and Directors  
Provost John Wiley  
Director Carla Raatz

## Checklist for Submitting Leave of Absence and Tenure Clock Extension Requests

Leaves of absence for greater than one year, leaves of absence that affect the tenure clock of probationary faculty, and requests to extend the tenure clock without a leave of absence must be approved by the University Committee. The University Committee has assembled this checklist for your convenience. All requests should be submitted to the provost who will forward to the University Committee those requests that need its approval.

Required documents for ALL requests:

Letter from faculty member requesting the leave or clock extension, including rationale for the request.\*

CV of faculty member.

Letter from department chair including:

- Rationale for the leave or clock extension and relevant supporting documentation.\*
- History of leaves taken for the past five years, and if appropriate, all previous clock extensions.
- Date and particulars of executive committee vote.
- Expected impact on the department.
- Likelihood the faculty member will return following a leave.

Letter from probationary faculty member's mentor committee endorsing the request, if appropriate.

Dated endorsement of the dean of the school or college (can be included on the department chair's letter).

If this is a leave request for a probationary faculty member, please state whether this is to be a leave of absence (stops the tenure clock) or temporary reassignment (does not stop the clock).

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\*For requests based on disability or chronic illness provide letter from attending physician, psychologist, or certified counselor that includes (1) an assessment of the situation, (2) significant dates of injury or onset of symptoms, and (3) prognosis for recovery. For elder or dependent care, or circumstances beyond the control of the faculty member include an explanation of the circumstances and significant dates, and how those circumstances have impeded progress toward achieving tenure.

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Relevant sections of *Faculty Policies and Procedures*:

7.04.H. (for probationary faculty);

7.20. (for leaves of absence).

13 September 1999

To: Department Chairs

From: Bernice Durand, Chair  
University Committee

Re: Change in University Committee Guidelines for Submitting Requests for Rule Waivers of  
*Faculty Policies and Procedures*

One of the many responsibilities of the University Committee is to review and act on requests for exceptions to the provisions outlined in *Faculty Policies and Procedures* (FPP), or requests for action where FPP specifically requires the committee's approval. We refer to these actions as "rule waivers." These can take many forms, but the most frequent are requests for tenure clock extensions, leaves of absence for probationary faculty, leaves of absence for tenured faculty that exceed one year or the equivalent of three semesters in three years, tenure clock determinations for new hires with prior service, and the conversion of a probationary faculty appointment to an academic staff appointment.

The attached rule waiver guidelines were developed to facilitate both your submission of such requests and the University Committee's review of them.

Last May, the Faculty Senate approved changes to legislation that defines the manner in which the maximum probationary period at UW-Madison is determined. Those amendments to *Faculty Policies and Procedures* 7.04.B. were approved by the Board of Regents on 10 September 1999 and are in effect. Under the revised rule, the University Committee anticipates that the need for University Committee approval of extensions of the tenure clock for new hires with prior service will be significantly diminished. Conversely however, the committee also expects that there may be a number of requests for clock extensions for probationary faculty who were hired prior to these new rules taking effect. Departments may want to consider requesting clock extensions in those situations where it can be shown that had these new rules been in effect at the time of an individual's hire, the department and dean would have calculated the clock differently. The committee is prepared to ensure that all existing probationary faculty are given equitable consideration in the determination of the maximum UW-Madison probationary period.

Please direct any questions regarding the guidelines or FPP to David Musolf, secretary of the faculty (2-3956).

Attachment

c: Academic Deans and Directors  
Provost John Wiley  
Director Carla Raatz

## **Guidelines for Submitting Requests for Rule Waivers of Faculty Policies and Procedures**

The University Committee frequently hears the following types of rule waiver requests: extensions of the tenure clock, all leaves of absence for probationary faculty, leaves of absence for tenured faculty that exceed one year or the equivalent of three semesters in three years, temporary assignments for probationary faculty where the time off the university payroll exceeds one year, and conversion of a probationary faculty appointment to an academic staff appointment. These guidelines address only these types of requests. Any questions regarding rule waivers should be referred to the secretary of the faculty.

The University Committee generally meets every Monday afternoon during the fall and spring semesters and as needed throughout the summer and during the winter and spring breaks. The committee tries to accommodate all requests in as timely a fashion as possible. Departments and deans are requested to submit requests as soon as a need is known. Generally speaking, requests that are received by the secretary of the faculty by mid-week will be included on the next Monday's agenda. In preparing these rule waiver requests, please consult *Faculty Policies and Procedures* (FPP) Chapter 7, Faculty Appointments, and Faculty Legislation (FPP "Yellow Pages") II-324, Criteria for Policies for Suspension of the Tenure Clock. Requests should be submitted as detailed below.

### **A. Extensions of the tenure clock that do not involve a leave of absence or temporary assignment.** (These fall into two categories.)

**New Hires.** Faculty legislation provides for flexibility at the departmental and decanal levels in setting the tenure clock for new probationary faculty with prior service. FPP requires that when a person with prior service in a faculty position is hired, the department and dean shall determine how much of that previous service, if any, is to be counted toward the maximum UW-Madison tenure clock:

*7.04.B. In calculating a person's maximum probationary period, provision shall be made for the appropriate counting of prior service at other institutions and at this institution. The departmental executive committee shall evaluate all such prior service, and shall determine, by mutual agreement with the dean, whether any or all of that prior service is equivalent to service at ranks of instructor or above in this university. All such equivalent previous service, but not to exceed three years, at one-half time or greater, shall be subtracted from the normal seven years, unless programmatic circumstances can be documented to justify otherwise. Prior probationary or tenure service at another institution while a candidate for a doctoral or equivalent terminal degree, by mutual agreement of the dean, the departmental executive committee, and the individual concerned, may be excluded in calculating the maximum probationary period.*

Please consult with the secretary of the faculty if you have any questions regarding this legislation. Because of the personnel sensitivities and potential legal complications, it is imperative that the exact determination of the maximum probationary period be finalized and discussed with a candidate before an offer is made. Letters of offer should state the maximum probationary period that will be permitted.

In making initial tenure clock determinations, departments are advised to note the following statement from Faculty Document 1110 (*Report of the Ad Hoc Tenure Clock Extension Committee, 6 February 1995*):

*It is assumed that it is the responsibility of departments to appoint faculty whose specializations, prior experience, and assigned responsibilities equip and permit them to compete successfully for tenure within the specified probationary period.*

In the unlikely event that it is necessary to request that the University Committee approve an extension of the tenure clock for a new hire, the department should provide the following items directly to the Office of the Secretary of the Faculty for distribution to the committee:

Letter from the department chair justifying the request. This letter should state the vote of the executive committee (or its delegate, FPP 5.22.A.), present in some detail the rationale for the request, and state that the extension has been discussed with the candidate and the candidate agrees to the extension.

Candidate's current curriculum vitae.

Signed and dated concurrence of the relevant dean.

***Current Probationary Faculty.*** Faculty may request an extension of the tenure clock as a result of childbirth or adoption (FPP 7.04.H.1.). These requests should be directed to the provost and are not reviewed by the University Committee.

Requests based on disability or chronic illness, elder or dependent care, circumstances beyond the control of the faculty member, or significant and substantial change in duties are reviewed by the University Committee (FPP 7.04H.2. and H.3.). Requests should document that the situation significantly will or has impeded the faculty member's progress toward achieving tenure. The following material should be sent to the provost for transmittal to the University Committee:

Correspondence from the probationary faculty member documenting the circumstances, including dates of occurrence or anticipated time line.

The faculty member's current curriculum vitae.

When the request is based on a medical condition, a letter from the attending physician or psychologist/certified counselor is required. The letter should reflect the writer's assessment of the situation, including the dates within which the situation occurred and a prognosis for recovery. Relevant details are helpful to the committee.

Letter from the guidance (mentor) committee supporting the request.

Letter from the department chair reporting the date and the results of the executive committee vote (or its delegate, FPP 5.22.A.), and documents the department's support of the request.

Signed and dated concurrence of the relevant dean.

**B. Requests for a Leave of Absence or Temporary Assignment.** These requests pertain to both probationary and tenured faculty members.

**Probationary Faculty.** All requests for leaves of absence that substantially interrupt the ability of a probationary faculty member to establish, within the normal probationary period, a record that would warrant the granting of tenure, require the approval of the University Committee (FPP 7.20.). A "temporary assignment" is similar to a leave of absence, but it does not interrupt the tenure clock (FPP 7.20.). Such "assignments" include leaves where the probationary faculty member is participating in research or instructional activities (and is therefore continuing to establish a scholarly record), but is not on the university payroll. When a "temporary assignment" exceeds one year, the University Committee's approval is required.

**Tenured Faculty.** For tenured faculty members, leaves of absence that exceed one year or exceed the equivalent of three semesters in three years require the approval of the University Committee.

The following documentation should be sent to the provost (for transmittal to the University Committee) for the three situations described above:

Letter from the requesting faculty member describing in detail the nature of the leave.

Faculty member's current curriculum vitae.

Letter from the guidance (mentor) committee supporting the request (for probationary faculty only).

Letter from the department chair reporting the date and the results of the executive committee vote (or its delegate, FPP 5.22.A.), and the department's rationale and circumstances (including the expected impact on the department). Please include an assessment of the likelihood that the faculty member will return to campus at the end of the leave. For probationary faculty, if not otherwise obvious, the letter should detail how the nature of the leave is sufficiently different from traditional faculty activities that it will constitute an interruption of the tenure clock.

Signed and dated concurrence of the relevant dean.

### **C. Conversion of a probationary faculty appointment to an academic staff appointment.**

*FPP 7.06.C.: ... A probationary faculty appointment may not be converted to an academic staff appointment except upon recommendation by the appropriate departmental committee and the University Committee and approval by the chancellor. Such a conversion may not be made to circumvent the decision between promotion to tenure and nonretention.*

The University Committee requests clear documentation that the appointment to the academic staff is temporary in nature (e.g., to cover teaching in critical courses until a new faculty member can be hired) or different in nature from a faculty position (e.g., appointment to a purely administrative position that is not normally filled by a faculty member). Such academic staff appointments might occur at the level of the department, the college, or within an institute or center and would be initiated, respectively, by a department chair, a dean, or a director.

The following documentation should be submitted directly to the Office of the Secretary of the Faculty:

Letter to the University Committee from the chair, director, or dean describing the reasons for the waiver and the nature and length of the proposed appointment.

Candidate's current curriculum vitae.

In those cases where the new appointment is to be made at the departmental level or within an institute or center, a report of the date and vote of the executive committee (or its delegate, FPP 5.22.A.), or the equivalent in an institute or center, and signed and dated concurrence of the relevant dean are required.

**Questions regarding these guidelines should be directed to the secretary of the faculty.**

*(13 September 1999)*