



Tenure Clock Suspension Policy

Policy #:	AA010.1
Policy Type:	Academic Affairs
Responsible Executive:	Provost
Responsible Office:	VPAA
Originally Issued:	January 29, 2024
Latest Revision:	January 29, 2024
Effective Date:	January 29, 2024

I. Policy Statement

All faculty hired into tenure-track positions must serve a probationary period before being allowed to apply for tenure, as defined by the [University System of Louisiana](#) and the [ULM Faculty Handbook](#). During this period, personal situations, such as the birth of a child, the need to take care of a family member, an extended illness, or military duty, might occur that require the faculty member to take extended leave from ULM. Other institutional situations, such as a pandemic, natural disaster, or fire, might occur that have a severe negative affect on the teaching and scholarship of a faculty member. In these situations, it is in the best interest of the faculty member and ULM to have a mechanism for suspending the clock on this probationary period until such time as teaching and research are able to resume in a normal fashion.

II. Purpose of Policy

Decisions on the awarding of tenure are based upon the value that faculty members are able to bring to ULM's students, colleagues, and the community through their accomplishments, skills, and knowledge. They exhibit this value in tenure applications that document their work during a probationary period, as defined by the University of Louisiana System. The University of Louisiana Monroe endeavors to provide pre-tenured faculty members the necessary resources during their tenure probation periods to fully show how they can provide value. Unfortunately, there might be times when the Institution is not able to provide the faculty members with the proper resources and opportunities, such as when there is a natural disaster, a fire, or a pandemic, to give a fair evaluation of their abilities. Furthermore, there might be times or occurrences when an individual faculty member will need to prioritize time and energy in other areas of life over their work at ULM, which will result in a leave of absence from ULM. During either of these occurrences, it is in the best interest of ULM to allow the faculty member to pause the tenure clock to give them the needed time and resources to be fairly evaluated in this important decision.

All tenure-track faculty in the University System of Louisiana have a probationary tenure period defined at the time of hiring. With this tenure clock suspension policy, if a faculty member receives an approval of a time stoppage, this additional time will be added to the amount of ULM probationary tenure time for the purposes of determining when faculty member must apply for tenure.

For example, if the person in the paragraph above applied for a one-year tenure clock suspension because of a military deployment, they would then have a six-year time span at ULM before applying for tenure while still retaining the one year of credit from their previous institution.

III. Applicability

This policy applies to any faculty member who is in a tenure-track position who has not achieved tenure, i.e. the faculty member is still serving the probationary tenure time defined in the ULM Faculty Handbook.

IV. Definitions

N/A.

V. Policy Procedure

Pre-tenure faculty may request a suspension of the tenure clock when personal and/or institutional circumstances place a severe burden on the performance of teaching and scholarship duties for an extended period.

The circumstances under which this can happen and the process for requesting the stoppage are as follows:

Family Medical Leave

Changes in a faculty member's personal or family situation might necessitate the need to take an extended leave of their duties from campus. The birth of a child, the need to take care of a sick family member, the treatment and recovery from a major illness or treatment, and other situations that require an employee's full attention to family and/or medical issues are all reasons for a faculty member to request leave from ULM. Requests for Family Medical Leave are initiated with and processed through [Human Resources](#).

Once this leave has been authorized through the appropriate channels, the faculty member may petition to have the tenure clock suspended for up to one year. The petition will consist of a memo requesting the stoppage with the attached approval of the leave request. This petition will need to be approved by the faculty member's director and dean before being sent to the Provost and President for approval.

Leave of Absence

Per [University of Louisiana System policy](#), faculty members can request leave from the institution for extended periods. Leaves taken under this policy include those for family and personal reasons, but extend to other reasons, such as for military service or for scholarship pursuits outside of the local region. The policy for requesting this leave is documented in the [ULM Faculty Handbook](#) and requires approval from the ULS Board of Supervisors. Once this leave has been approved, the faculty member will need to submit a petition for the tenure clock stoppage for approvals through the process described above.

Institutional Issues

Occasionally, situations arise in the operation of the University that have a significant negative affect on the teaching and scholarship of a faculty member.

A fire in a building, the destruction from a tornado or flood, or the spreading of a pandemic through the region might either stop or severely alter the teaching and scholarship activities of a small group or all faculty at ULM. When these situations occur, the Provost, with approval from the President, can declare a contingency plan that allows some or all pre-tenured faculty to request a one-time tenure clock stoppage. In the declaration of this contingency plan, the Provost will define the process by which faculty can apply for this stoppage.

VI. Enforcement

The Provost is responsible for the enforcement of this policy.

VII. Policy Management

The Provost will be the Responsible Executive for the management of this Policy. The Provost or his/her designee will be the Responsible Officer in charge of maintaining and disseminating it.

VIII. Exclusions

None.

IX. Effective Date

This Policy will become effective on the date signed by the University President.

X. Adoption

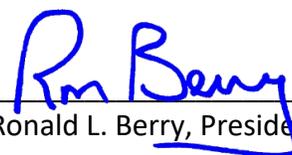
This policy is hereby adopted on this 29th day of January 2024.

Recommended for Approval by:

Approved by:



Dr. Mark Arant, Provost



Dr. Ronald L. Berry, President

XI. Appendices, References and Related Materials

ULM Family Medical Leave Act Policy - <https://webservices.ulm.edu/policies/download-policy/387>

XII. Revision History

Original Adoption Date: January 29, 2024