UCF FACULTY RELATIONS

TENURE CLOCK ADJUSTMENT FORM

Tenure-earning faculty normally apply for tenure during the sixth year of continuous service. In rare instances, a faculty member may encounter a situation warranting a tenure clock adjustment. In such instances (as indicated below), an adjustment may be granted. Faculty members must apply for a tenure clock adjustment and receive approval from the president or president's representative at the time the situation warranting such adjustment occurs[1]. Please attach supporting documentation for all requests and return this form to the Office of Faculty Relations, Millican Hall, Suite 351.

First Name _____ Last Name _____ EmplId _____

Department _____ College _____

Request tenure clock adjustment from academic year _____ (Original Tenure Year) to _____ (Requested Tenure Year)

Reason for request:

- ○ FMLA[2]
- ○ Military Leave
- ○ Other
- ○ Parental Leave
- ○ Adjustment of Tenure Credit which was given at time of hire[3]

Faculty Signature _____ Date _____

Chair Signature _____ Date _____ Dean Signature _____ Date _____

President or President's Representative Signature _____ Date _____

☐ Approved ☐ Not Approved

[1] Time spent on family and medical, parental, administrative, or military leave, whether paid or unpaid, shall not be tenure-earning unless otherwise mutually agreed to by the employee and the president or president's representative in writing at the time such leave begins. Upon return from military leave, an employee may request that the time spent on military leave be tenure-earning, which request must be granted by the president or president's representative. Time spent on paid or unpaid leave for any purpose not otherwise listed herein shall be tenure-earning unless otherwise mutually agreed to by the employee and the president or president's representative in writing at the time such leave begins.

[2] Approved leave under the Family Medical Leave Act (FMLA) is a reason to adjust an employee's tenure clock. Faculty members interested in considering a tenure clock adjustment should contact Faculty Relations at 407-823-1113 to discuss the reasons and the procedure.

[3] An employee who is credited with tenure-earning service at the time of initial appointment may request, in writing, that the president or president's representative withdraw all or a portion of such credit. An employee may make such a request only one time, and the request must be received before the end of the spring semester prior to the fall semester of the employee's final year of eligibility. The original details of tenure credit as explained in the hiring letter/offer letter must be attached.