

*The revisions to APM - 133-17-g-i appear on the following  
pages 10-13 of the full policy*

Limitation on Total Period of Service with Certain Academic Titles

g. Applicability of Periods of Leave

The applicability of periods of leave toward the eight-year period shall be as follows:

- (1) Temporary transfers or changes of status from Assistant Professor (or any other title listed in APM - 133-0) to any other title or title series shall be regarded as periods of academically-related leave under this rule and shall be included as service toward the eight-year period.
- (2) A leave of absence, with or without salary, taken in the year in which the promotion review of an Assistant Professor is otherwise scheduled shall not provide a basis for postponement of that review.
- (3) Periods of leave, whether with or without salary, shall be included as service toward the eight-year period unless, upon the basis of a petition filed at the time leave is requested, the Chancellor determines that the activity undertaken during the course of the leave is substantially unrelated to the individual's academic career and that the period of the leave shall not count toward the eight-year service period.

A period of leave, with or without salary, which is based on a serious health condition or disability, shall be included as service toward the eight-year period, unless, upon the basis of a petition normally filed within one quarter or semester after the leave is taken, the Chancellor determines that the leave shall not be included as service toward the eight-year period. In each case, the Chancellor shall report such a decision in writing to the individual.

However, any childbearing or parental leave, provided for in APM - 760-25 and 760-27 which is equal to or exceeds one semester or one quarter and which is not greater than one year, whether with or without salary, shall be excluded from service toward the eight-year period unless the faculty member informs the department chair in writing before, during, or within one quarter or semester after the leave that it should not be excluded from service toward the eight-year period. (See APM - 133-17-a, -b, -c, -d, and -i.)

Note: Exclusion of one or two quarters or one semester will not necessarily delay the timing of a review.

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Any other approved leave provided for in APM - 133-17-h also is excluded from service toward the eight-year period.

- (4) For determining years toward the eight-year limitation of service, the combined total of periods of leave unrelated to academic duties and time off the clock may not exceed two years.

h. Stopping the Clock

A faculty member may request to stop the clock during the probationary period for personal reasons (see below), including childbearing, childrearing, serious health condition, disability, bereavement, or significant circumstance or event that disrupts a faculty member's ability to pursue his or her duties. Extensions are normally granted for a period of up to one year for each event, automatically for some reasons, and upon request and approval for other reasons. For those extensions needing approval, such approval will be at the discretion of the Chancellor.

A faculty member may be granted no more than two years of extension during the probationary period. A faculty member is eligible to stop the clock even if the faculty member does not take a formal leave or have a modification of duties. A request to stop the clock should be made as soon as the need becomes apparent.

(1) Childbearing or Childrearing (See APM - 760)

A faculty member may stop the clock during the probationary period to care for any child who is, or becomes part of the faculty member's family. To be eligible to stop the clock, a faculty member at the Assistant level must be responsible for 50 percent or more of the care of the child. The birth or placement of one or more children at the same time constitutes a single event of birth or placement. (See also APM - 760-30.)

For a faculty member who takes childbearing and/or parental leave and who has provided the appropriate documentation supporting the need for the leave, the period of approved leave will be automatically excluded from service in accordance with APM - 133-17-g(3).

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(2) Serious Health Condition Including Disability or Bereavement

A faculty member may request to stop the clock during the probationary period, when his or her ability to pursue his or her duties is significantly disrupted by a serious health condition or disability, by the need to care for a close family member who is seriously ill, or by the death of a close family member. This provision also covers other persons residing in the faculty member's household or cases involving close personal connection or interdependence.

For a faculty member with a serious health condition or disability who has provided the appropriate supporting medical documentation and for whom stopping the clock would be a reasonable accommodation as determined by the University, an appropriate period (which may include periods of leave provided as a reasonable accommodation) will be excluded from service upon the request of the faculty member. A faculty member's request to stop the clock by the need to care for a close family member who is seriously ill or by the death of a close family member must provide supporting documentation as required by campus procedures.

A faculty member's request to extend the tenure clock for a period longer than an approved sick leave or extended illness leave may be appropriate in certain circumstances, although the two-year extension limit still applies.

(3) Significant Circumstance or Event

A faculty member may request to stop the clock during the probationary period, for reasons due to a significant circumstance or event beyond the faculty member's control that disrupts the faculty member's ability to pursue his or her duties. Examples of significant circumstances or events beyond the faculty member's control for which the faculty member may request to stop the clock include the effects of a natural disaster or the effects of significant delays in the provision of research space, facilities, or resources committed to the faculty member and necessary for his or her research activities.

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The faculty member must provide appropriate supporting documentation, as determined by established campus procedures.

- i. Faculty members shall not be arbitrarily disadvantaged in their promotion, advancement, or compensation because they have elected to take a childbearing or parental leave, to stop the clock for reasons listed in section (h) above, or to defer a personnel review. Personnel reviews that are deferred due to a family accommodation as defined in APM - 760 should be treated procedurally in the same manner as personnel reviews conducted at the usual intervals. The file shall be evaluated without prejudice as if the work were done in the normal period of service and so stated in the department chair's letter.

**133-20 Notice of Non-Reappointment**

The schedule for the Professor series set forth in APM - 220-20 applies also to notice not to reappoint individuals with titles listed in APM - 133-0-a except for individuals with Acting or Visiting appointments. Appointments of these latter types are self-terminating with specified ending dates, and no further notice is required.

**133-96 Reports**

See APM - 200-96.