

INFORMATION ON THE COVID-19 TENURE/PROMOTION CLOCK STOPPAGE FOR 2020-2021

Faculty interested in requesting a COVID-19 a tenure/promotion clock stoppage, should review the following FAQs before submitting [this request form](#). Deadline for receiving all requests is December 3, 2021; however, the deadline for some faculty groups will be earlier (please see below).

- **Who is eligible for a clock stoppage?**

Pre-tenure faculty have the option of a one-time tenure clock stoppage for the 2020-21 academic year if their research progress has been hindered by the disruptions caused by the pandemic.

A promotion clock stoppage for 2020-21 is also available to lecturers and librarian instructors whose progress toward promotion has been disrupted by the COVID-19 pandemic.

- **What are acceptable reasons for applying for a clock stoppage?**

There is not a set list of allowable reasons for a clock stoppage since the impact will differ from case to case. However, examples include (but are not limited to) inability to travel to the field sites or to conduct interviews, closed labs, delays in delivery of lab equipment, and delays in manuscript reviews/acceptance.

For faculty with mainly instructional responsibilities, the reasons include (but are not limited to) disruptions to new course preparations and revision of existing courses to new formats, delays in receiving decisions on instructional grants and manuscripts.

- **Is the COVID-19 stoppage over and above the allowable 2-year clock stoppage for a birth of a child and other eligible family events?**

Yes. There is no change to the existing policy on requesting a clock stoppage in association with a FMLA leave for a family event. The COVID-19 clock stoppage for the 2020-21 year is over and above this leave.

Of course, if a faculty member takes an approved leave and clock stoppage for a family event in 2020-21, the COVID-19 clock stoppage will not be applicable because both will occur the same year.

- **What is the process for requesting a COVID-19 clock stoppage?**

Faculty members requesting a clock stoppage should complete [this form](#). The request must be signed by the chair and the dean. The dean's office should forward the completed request to the Office of Faculty Affairs at FacultyAffairs@gsu.edu.

- **What is the deadline for submitting a COVID-19 clock stoppage request?**

Completed and signed requests must be received by the Office of Faculty Affairs by **December 3, 2021**.

For faculty that would normally be considered for tenure/promotion in Spring or Fall 2021, this deadline will need to be earlier and will be set by your college based on its timeline for initial consideration. The deadline will also be earlier for faculty who would normally be undergoing their 3rd year pre-tenure or structured reviews in Spring or Fall 2021. If you fall into one of these categories, please consult with your dean's office to determine the date by which you need to make a decision.

- **Is it possible to apply for a COVID-19 tenure clock stoppage after the December 3, 2021 deadline?**

No. We are asking that all faculty requests be received by the Office of Faculty Affairs by December 3, 2021. A dean may petition for an exception to this deadline in exceptional circumstances. In such cases the dean should contact the provost directly with the details of the case and the reasons why the request had to be delayed.