

# Request for Interruption of Tenure-Track Service

The University permits tenure-track faculty to request an interruption of tenure track service and to elect either to reduce their effort with a comparable reduction in salary, or to transfer to a qualified academic title. A transfer to a qualified title would mean a faculty member would be meeting their full-time obligation to the department but would be relieved of the additional commitment necessary for progress towards attaining tenure. This form is intended to standardize the process of requesting an interruption in the tenure clock.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Department

**I request: (please check/complete option below)**

- temporary transfer at 1.00 FTE to qualified academic title (e.g., Lecturer, Visiting Assistant Professor)
- reduction in effort to \_\_\_\_\_ % (actual percent effort working)

A reduction in FTE makes you a part-time employee. The following rights under your collective bargaining agreement are affected by this change:

- Actual salary earnings will decrease by the percent of the FTE decrease.
- Accruals will be reduced based on your salary earnings as identified in Article 23 of the UUP Agreement.
- A reduction in FTE may affect your eligibility for health insurance or UUP Benefit Trust Fund, under Article 39 of the UUP Agreement.
- Part-time employees are NOT eligible for location pay.

This interruption in the tenure clock is requested for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_.\*

**\* Requests may be for a period of up to a total of one year and may be taken in no more than two Segments**

**\*\*Attach a brief written explanation supporting this request.**

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
Department Chair Endorsement

\_\_\_\_\_  
Dean Endorsement

\_\_\_\_\_  
Provost Approval