

May 2, 2011

**DEANS AND DEPARTMENT CHAIRS****RE: Revision of Campus Policy - Stopping the Clock for the Care of a Child or Children**

"Stop the Clock" is a request that can be made by eligible academic appointees who are parents (mothers and fathers, adoptive or natural), who have 50% or more responsibility for the care of an infant or newly adopted child, under the age of five. Please refer to Academic Personnel Policy (APP) 3-50, Appendix III, and APP 7-12 regarding policies on "Stop the Clock".

Current campus policy addressing the "Stop the Clock" policy for the purpose of childrearing responsibility requires a two step approval process. Once a "Stop the Clock" request has been acknowledged, the individual must notify his/her Department Chair, in writing, informing the Chair that they wish to exercise their option to stop their tenure clock. This process must be completed no later than the second half of the individual's actual fifth year. Exercising the option to "Stop the Clock" is not automatic.

Effective immediately, campus policy addressing "Stop the Clock", for the purpose of childrearing responsibility, will be simplified by a one-step process. The notification to "Stop the Clock" may be submitted by completing the "Childrearing Stop the Clock Certification Form" (UCI-AP-92), certifying the need. After the "Stop the Clock" notification has been acknowledged, the tenure clock will automatically be stopped for up to one year for each event of birth or placement, provided that the total of time off the clock does not exceed more than two years in the probationary period. Stopping the Clock is not a leave; it is a stoppage of the tenure clock for eligible academic appointees and will automatically defer a Mid-Career Appraisal and/or tenure or promotion review by one year. This also may apply to other titles for purposes of childrearing.

An academic appointee must provide notice to "Stop the Clock" within two years of the birth or adoption of the child, and before July 1 of the academic year in which a tenure or promotion review is to occur.

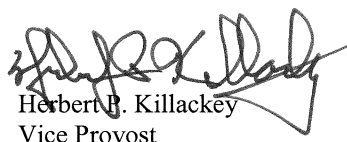
Any faculty member, who falls under the provisions of APM 133, **and is not currently undergoing a tenure or promotion review**, may initiate a stoppage of the tenure clock on the limitation of service as provided in these policies.

In order to automatically defer a Mid-Career Appraisal, the notification to "Stop the Clock" **must** be submitted by the end of the faculty member's third year (by June 30). If the notification to "Stop the Clock" is submitted after the Mid-Career Appraisal, the notification of intent to "Stop the Clock" **must** be made before July 1 of the academic year in which a tenure or promotion review is to occur.

Faculty who previously requested to Stop the Clock (prior to this revised one-step process) but have not yet exercised the childrearing "Stop the Clock", will be contacted by the Office of Academic Personnel.

Please note, once a "Stop the Clock" has been acknowledged, faculty have the option to still submit a Mid-Career Appraisal and/or promotion review during its normal time. Also, quarters "off the clock" due to a combination of Childbearing Leave, Parental Leave, and/or Primary Childrearing Responsibility may not exceed one year for each event of childbirth or adoption.

If you have any questions regarding these policies, please call me at 824-7371.

  
Herbert P. Killackey  
Vice Provost

cc: Council on Academic Personnel  
Campus Personnel Officers  
Academic Personnel