

Family Leave Policy and Procedures for Extending the “Academic Clock” for Full-Time Faculty

A full-time academic-appointed faculty member who adds a new child (or children) to the family is entitled to a one-year postponement of the decision for reappointment, promotion, or awarding of tenure, whichever of these next follows the child's birth or adoption. Such child-related postponements do not count toward the three-year maximum for tenure-deferring extensions of appointments as described under academic appointments for Associate Professors.

To be eligible, the faculty member must have a full-time academic appointment at the time of the birth or adoption, live in the same household as the child, and be the father, mother, or legal guardian of a newborn or adopted child up to the age of 2 years. If this faculty member, as defined above, adds a second new child to the family at a subsequent time point while continuously employed by the SMD, he or she is entitled to an additional one-year extension for a maximum of two one-year postponements.

Implementation of the postponement requires adding another year to the current appointment term. Therefore, please note that it is the faculty member's responsibility, as soon as possible under the circumstances, to notify the Department Chair that she/he has added a new child to the family. The Chair will then notify the Office of Academic Affairs to extend the appointment term. The postponement can only be applied during the current term of the faculty member's appointment. Also, the faculty member may choose to waive the postponement. However, even if the postponement is implemented, this does not preclude faculty members from being considered for promotion or tenure decisions 'early' or on schedule, as warranted by their accomplishments.

Many faculty who are eligible for the above-described Family Policy may prefer to extend the “academic clock” by working less than 100% effort (must be more than 50% effort) for reasons of: a) personal situation such as other family support; or b) a desire to maintain meaningful ongoing clinical, educational, and/or research activity in their role at SMD. In this situation, the faculty member and Chair should refer to the sections that directly follow in the *Regulations of the Faculty* (Appendix III-B) discussing policies/procedures for “Extension of the ‘Academic Clock’ for Part-Time Faculty.”