

# TENURE CLOCK EXTENSION REQUEST FORM FOR SCHOOL OF MEDICINE REGULAR RANK FACULTY MEMBERS

<b>Faculty Member's Name:</b>	
<b>Rank:</b>	
<b>Department:</b>	

I request tenure clock extension for a total of		months.
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## Reason for requesting Tenure Clock Extension (select one):

<input type="checkbox"/>	<b>Parental Leave</b>	
<input type="checkbox"/>	<b>Medical Leave</b>	
<input type="checkbox"/>	<b>Other life event (e.g. adultcare, please specify):</b>	
<input type="checkbox"/>	<b>COVID-19 special extension (in addition to 12-month blanket extension provided by the Dean) because of extended negative impact on research. Potential reasons:</b>	
	<ul style="list-style-type: none"> <li>Loss of key research personnel or collaborators (e.g., resignation, reassignment, furlough, illness, family care responsibilities)</li> <li>Loss or suspension of key research infrastructure (e.g., loss of animal colony, inaccessible study site, inability to obtain supplies or equipment)</li> <li>Reduction in capacity of investigator (e.g., substantial increase in work responsibilities or workload, illness, family care responsibilities)</li> <li>Changes to research environment that negatively impact or otherwise preclude research (e.g., education scholarship conducted in the context of in-person classes or requiring direct contact)</li> <li>Changes to research facilities that preclude conduct of research at previous levels (e.g., 50% reduction of laboratory personnel because of need for physical distancing in lab)</li> <li>Sponsor changes to grant funding and programs (e.g., delays in receipt of grant funding, withdrawal of funding opportunities)</li> <li>New government, Duke University, or sponsor regulations or policies related to COVID-19 that substantively affect research plans or conduct (e.g., unanticipated adjustments or limitations placed on research execution)</li> </ul>	
	<b>Please describe the justification for your request:</b>	

Tenure Clock Extension information can be found in Chapter 4 of the Faculty Handbook on page 4-15.  
<https://policies.provost.duke.edu/docs/faculty-handbook-professional-affairs-of-the-faculty#tenure-clock-relief-5>

Please sign below and after Chair endorsement, submit to the APT office, [seneca.mclean@duke.edu](mailto:seneca.mclean@duke.edu), for Dean and Provost approvals.

<b>Faculty Member's Signature:</b>	<b>Date:</b>
<b>Chair's Signature:</b>	<b>Date:</b>
<b>Dean's Signature:</b>	<b>Date:</b>
<b>Provost's Signature:</b>	<b>Date:</b>

To be completed by SoM APT office - Current Appointment Information					
Latest Tenure Notification Date (LTND)					
<b>Appointment Begin Date:</b>		<b>Current LTND:</b>		<b>New LTND after adjustment:</b>	