


MEMORANDUM

DATE: March 27, 2020

TO: Deans, Department Heads and Directors

FROM: Andrea Romero, Vice Provost for Faculty Affairs 

SUBJECT: COVID-19 and Promotion Clock Delay

The global pandemic crisis of COVID-19 is creating many challenges for our faculty. While faculty have risen to the challenge of recreating their classes in an on-line format, we recognize that their time and energy has been diverted away from planned activities that would otherwise contribute to their movement towards promotion and tenure review. COVID-19 related reasons for clock delay fall under [UHAP 3.3.01a](#) and [4A.3.01a](#), 1.C: Other Personal Reasons, for which the requests are sent directly to the Provost.

As such, we have created a simple way for faculty to opt-in for a one-year clock delay by going to our website and clicking on the [clock delay request form](#). This request should only take a few minutes. We will send an email to faculty, department head/director, and dean no later than 30 days after the request.

You can find FAQs about clock delay on our [website](#).

At this moment, we also want to remind department heads and deans about [UHAP 3.3.01b](#) (below) and [4A.3.01](#) policy on the 3rd year retention review option and other retention review options: "A tenure-eligible assistant professor may be recommended for promotion, for nonrenewal, or for other changes in status after annual performance reviews in any year up to the sixth year of tenure-eligible service, or a subsequent year if a time clock delay has been granted."

The following communication will be sent to tenure-eligible faculty and continuing-eligible professionals.

Dear Faculty,

We offer you a simple way to request a promotion clock delay due to COVID-19 related reasons. Just go to our website and click on the promotion [clock delay request form](#). You will be asked to sign-in using WebAuth and to confirm that you opt-in for a one-year clock delay. The requests will be automatically approved, and an email notification will be sent to you, your department head or director, and dean no later than 30 days after the request was submitted. Please see our website for [FAQs](#).

We are in unprecedented times of a global pandemic crises. We recognize that you have taken on new and additional duties mid-semester to turn your classes to on-line format and to manage your labs and research through new means. We realize that this has diverted your attention away from planned activities that would otherwise contribute to the continuing status or tenure dossier preparation.

At this time, we do not know exactly all the implications of COVID-19, but we do understand the uncertainty and anxiety that candidates may experience. We hope you and your family members are keeping safe and staying healthy during this difficult time.

We continue to wish you and your family good health and hope this provision provides some relief from additional stress related to your pathway towards promotion.

Please contact Faculty Affairs (facultyaffairs@email.arizona.edu) if there are any questions.