



DATE: September 18, 2020

TO: UW-Madison Faculty

FROM: John Karl Scholz, Provost and Vice Chancellor for Academic Affairs   
Kirsten Wolf, Professor and Chair, University Committee 

RE: Tenure Clock Extension Option for *New Faculty* Impacted by the COVID-19 Crisis

As the fall semester begins, we continue to face many challenges due to COVID-19. It is clear that the many disruptions to scholarly work will continue during the fall 2020 semester and likely through the spring. In March 2020, we announced an expedited process for assistant professors to request an extension of their mandatory review date for tenure (tenure clock extension) for reasons associated with COVID-19. UW-Madison is also now making this extension available to all assistant professors (tenure track, as well as CHS and clinical, where relevant) who started their appointments during summer 2020 or will be starting their appointments during the 2020-2021 academic school year. Continuing assistant professors who did not request an extension this past spring may request the extension of their mandatory review date, as long as their review date is after 31 December, 2020. Assistant professors who have already received an extension due to COVID-19 are not eligible for an additional COVID-19 tenure clock extension.

Here are the specifics of the program:

All assistant professors – tenure track, as well as CHS and clinical, where relevant – currently employed at UW-Madison (including faculty whose appointments began in the summer or fall 2020 semester) whose mandatory review date falls after 31 December 2020 are eligible. Any faculty member wanting to go through the tenure process "on time" (i.e., at their currently scheduled time) may do so.

Probationary faculty who wish to extend their mandatory review date should make their requests prior to 1 January 2021 (June 1, 2021 for faculty who start in Spring semester 2021), though ideally as soon as possible. Extensions will be granted for a full year. For tenure clock extension due to COVID-19, the year extension is added to the end of the probationary period and does not extend reviews for contract renewal.

Before requesting an extension, probationary faculty should first inform and consult with their mentoring or review committees or department chair for new faculty. The probationary faculty

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member should then send an email to the provost's office ([provost@provost.wisc.edu](mailto:provost@provost.wisc.edu)) with a copy to their department chair, dean, and their mentoring/review committee requesting the extension and noting that the COVID-19 pandemic and/or measures to curtail it have caused limitations (either for professional or personal reasons) to their research, teaching, and service that are beyond their control. Requests should be made by email, with the explanation –no more than 1 single-spaced page – attached, and with the subject line "COVID-19 tenure clock extension request (last name)." For tenure-track faculty, the provost's office will expedite review, which includes blanket approval by the University Committee, and the presumption will be that COVID-related requests will be approved unless further information is required to process them. The provost's approval will be copied to the department chair, dean's office, and the office of the Secretary of the Faculty. The Provost office will forward clinical and CHS requests to the relevant school or college for processing.

Reviews for tenure and promotion for probationary faculty with mandatory review dates of 31 December 2020 or before (i.e., that are already in progress) will continue as scheduled because they are based on work completed before the COVID-19 crisis.

Questions regarding this guidance should be directed to the Secretary of the Faculty, at [sof@secfac.wisc.edu](mailto:sof@secfac.wisc.edu) or the Office of the Provost ([provost@provost.wisc.edu](mailto:provost@provost.wisc.edu)).

cc: Rebecca Blank, Chancellor  
Mark Walters, Chief Human Resources Officer  
Beth Meyerand, Vice Provost for Faculty and Staff Affairs  
Heather Daniels, Secretary of the Faculty  
Michaela Aust, Divisional Committee Coordinator  
Deans and deans' assistants