

## Family Friendly Fact Sheet

By policy, UCSF faculty who are appointed in a Senate series (Ladder, In Residence, Clinical X) must complete the review and approval process for promotion from Assistant to Associate rank within 8 years of service. This requirement is commonly referred to as the “eight year rule.” The eight year rule applies to all years of service in any combination of Senate titles.

Note: At UCSF, the 8-year rule does not apply to faculty in non-Senate titles (Health Science Clinical and Adjunct).

Under qualifying circumstances, a faculty member may make a request to extend the 8 year limit for promotion to the Associate rank. This is referred to as “stopping the clock”. If the request is approved, the faculty member may defer their promotion by one year. The faculty member may qualify to defer their promotion for another year based on a second qualifying circumstance.

### ELIGIBILITY

**Senate Faculty members (Ladder, In Residence, Clinical X) at the Assistant rank** are eligible to make a request to stop the clock based on the qualifying circumstances listed below. There is no requirement to take a formal leave or request a modification of duties to qualify for a request to stop the clock request.

Appointment	Qualifying Circumstance
Senate faculty (Ladder, In Residence, Clinical X)  at Assistant Rank	<p><b>Childbearing/Pregnancy</b></p> <p>The time a faculty member is temporarily disabled from work because of pregnancy, childbirth, or related medical conditions.</p>
	<p><b>Childrearing for birth or adoption</b></p> <p>The faculty member is responsible for 50 percent or more of the care of their child under the age of 18 years.</p>
	<p><b>Faculty member’s serious health condition; care for a family member; or, bereavement</b></p> <p>The faculty member’s ability to pursue professional duties is significantly disrupted by a leave of absence or a medically recommended reduction in duties related to the faculty member’s own serious health condition, or related to the serious health condition of a close family member, or related to the death of a close family member.<sup>1</sup></p>
	<p><b>Significant circumstance/event</b></p> <p>Significant circumstance or event beyond the faculty member’s control that disrupts their ability to pursue their professional responsibilities. Examples include: the effects of a natural disaster; the effects of a pandemic (e.g. COVID-19); the effects of a significant delay in the provision of research space, facilities, or resources committed to the faculty member and necessary for her/his academic activities.</p>

<sup>1</sup> Provision also covers other persons residing in appointee’s household or cases involving close personal connection or interdependence. Supporting medical documentation may be required.

## TIMELINE FOR SUBMITTING A STOP THE CLOCK REQUEST

A Stop the Clock request may be submitted as soon as the need becomes apparent. A request to stop the clock must be submitted before the end of the faculty member's seventh year at Assistant rank and before July 1<sup>st</sup> of the fiscal year in which promotion review is scheduled to occur.

The timeline for submitting a Stop the Clock request and the submission of promotion materials is calculated based on an individual's appointment date into a Senate series. Therefore, a faculty member should consult with their HR leave specialist to determine their specific deadline for submitting their Stop the Clock request.

## HOW TO REQUEST A STOP THE CLOCK

The first step is to request a Stop the Clock in ADVANCE. After the request has been submitted in ADVANCE, the request is reviewed by the department chair, dean or designee, and the vice provost for academic affairs.

## FREQUENTLY ASKED QUESTIONS

### **Am I eligible to stop the clock if I am not at Assistant rank or if I am in the Adjunct or Health Sciences Clinical Professor series?**

No. Stop the Clock and the eight year rule apply only to faculty members appointed at Assistant rank in Senate series.

### **Am I eligible for merit advancements if I stop the clock?**

Yes, you are eligible for merit advancements; however, you may choose to defer a merit advancement.

### **When should I file a request to stop the clock? Should I wait to file a request until I know if I will need more time for promotion?**

There is no need to wait. We recommend that you make the request to stop the clock at the time of a qualifying event or soon thereafter. As the timeline for promotion approaches, you can decide if you need the additional time. Having made a request to stop the clock does not mean that you will not be ready for promotion within the eight year period.

### **What if I decide after my request is approved that I do not need the extra time and I want to be considered for on-time promotion?**

You can request to move forward with an on-time promotion. In fact, you will be considered eligible for promotion on the regular schedule and it will be up to you to notify HR that you want additional time.

## How to reach your HR leave specialist

Visit <https://hr.ucsf.edu/find-rep>

In the "Find Your HR Representative Search" box, enter your last name (or department name) and wait for pre-populated options to appear

Select your name and press enter

Search results will provide a list of your HR contacts, including your leave specialist

### **Does having a Stop the Clock request affect my appraisal review?**

An appraisal review is a formal assessment of a faculty member's readiness for promotion to Associate rank. If you have an approved request to stop the clock at the time of your appraisal review, you may choose to defer the appraisal. Deferring the appraisal does not defer your promotion.

### **Will a request to stop the clock have any negative implications for the review of my advancement history? Will it be considered decelerated?**

No, you will not be disadvantaged in your advancement review if you have requested a stop the clock. Any review of your academic file will be evaluated as if the work was done during the normal period of service and a promotion will be recorded as an on-time advancement.

### **Can I stop the clock more than once?**

Yes. Faculty at Assistant rank in Senate series can make two requests to stop the clock if there are two qualifying circumstances. The combined total time of clock stoppage may not exceed two years.

## Policies

**APM 760-30** Stopping the Clock for Child Care

**APM 133-17(h)** Limitation on Total Period of Service with Certain Academic Titles