

Basics

Eligibility: Senate Faculty members (Ladder, In Residence, Clin X) at the Assistant Rank are eligible to stop the clock “for personal reasons including childbearing, childrearing, serious health condition, disability, bereavement, taking care of a close family member, or significant circumstance or event that disrupts a faculty member’s ability to pursue her/his duties.”

Approvals: 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.

Academic Generalist role: Verifies candidate submission and facilitates Chair review at the Shared Services level in Advance.

Academic Affairs Specialist role: Verifies generalist submission and facilitates V/A Dean / VPAA review at the Specialty Center level in Advance.

Viewing the Stop the Clock (STC) Request

From the Overview page:

- Click on Academic Requests link to view active requests.
- On the Type column click on the Stop the Clock hyperlink to view the request.

From the Candidate Mgmt page:

- Click on the Requests tab, find and click on the Stop the Clock request.

Managing STC Requests: Academic Generalist

- **Once a candidate submits a STC request**, an automated email notification will be sent to the academic personnel contact and academic personnel manager assigned to the candidate’s home department in Advance.
 - It may be necessary to forward the notification to another academic generalist, as appropriate.
- The generalist should **review the request** for completeness.
- **If the STC request is deficient**, the generalist can:
 - Return the request to the candidate for correction via the **‘Withdraw Stop the Clock Request’** checkbox.
- **If the request is ready**, the generalist should certify the request via the **‘I certify this...’** checkbox.

Stop the Clock requested by Anna Chodos on Feb 12, 2019 3:06:52 PM

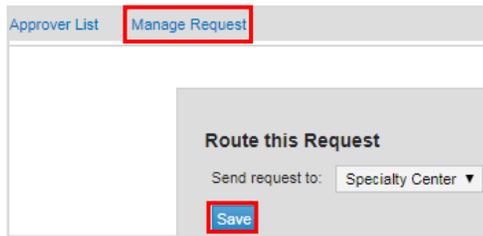
Withdraw Stop Clock Request
 Enable Candidate to edit this Stop Clock Request
 I certify this Stop the Clock Request is ready for Review

Save

- The generalist may proceed to **add the chair** to review the request via the following steps:
 - Click on **Approver List** link;
 - Click on **Select Approver** button;
 - **Select chair** and click Add button;
 - Click on **Send** button next to the chair on Approver List.

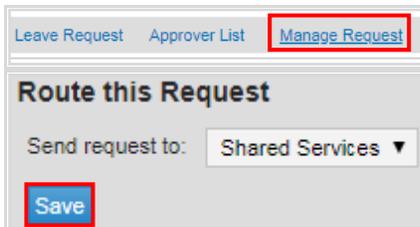
- **If the chair sends back** the STC request for more information:
 - The generalist receives an automated email notification with chair remarks.
 - The generalist may use the options listed above to address deficiencies.
 - When ready, the generalist can return the request to the chair by recertifying the request and clicking the Send button.

- **If the chair approves** the request:
 - The generalist will receive an automated email notification.
 - If necessary, the generalist may decertify the chair’s approval.
- Once approved, the generalist **routes the request** to the Specialty Center level:
 - Click on the **Manage Request link**;
 - Click on the **Save button** on Manage Request page.

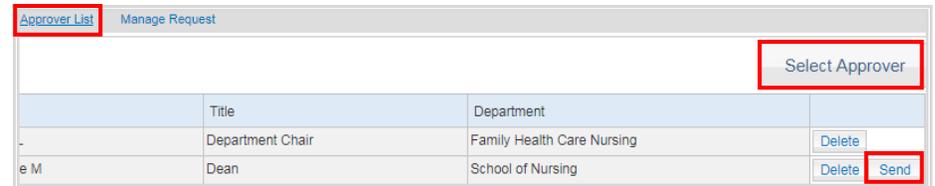


Managing STC Requests: Academic Affairs Specialist

- **Once a STC request has been routed to the Specialty Center level in Advance**, an automated email notification will be sent to all of the academic affairs specialists.
 - The specialist assigned to the candidate’s home department should process the request.
- The specialist should **review the STC request** for completeness.
- **If the request is deficient**, the specialist can:
 - Withdraw STC request
 - Contact the generalist to provide documentation offline
 - Route the request to Shared Services level in Advance for correction:
 - Click on the **Manage Request link**;
 - Click on the **Save button** on Manage Request page.



- If the request is ready, the specialist may proceed to **add the V/A dean** to review the request via the following steps:
 - Click on **Approver List link**;
 - Click on **Select Approver button**;
 - **Select V/A dean** and click the Add button;
 - Click on **Send button** next to the V/A dean on Approver List.



- **If the V/A dean sends back** the request for more information:
 - The specialist receives an automated email notification with dean remarks.
 - The specialist may use the options listed above to address deficiencies.
 - When ready, the specialist can return the request to the V/A dean by recertifying the request and clicking the Send button.
- **If the V/A dean approves** the request:
 - The specialist will receive an automated email notification.
 - If necessary, specialist may decertify the V/A dean’s approval.
- Once approved by the V/A dean, the specialist follows the **same approval process with the VPAA**.
- Once approved by the VPAA, the specialist will click on the **Manage Request link** and click the **“Approval Notification” button** to generate an email to the candidate and others who have reviewed the request.
- Close the Stop the Clock Request by going to the Request tab and clicking the **“Complete and close this request” box** and press Save.

A **record of the request** will be automatically populated in Advance with **“Approved STC <approval date>”** in the 8-year review comment

Report: The Appraisal excel sheet report will have a STC Approval 1 column or STC Approval 2 column (if it’s a second STC request) automatically populated with the approval date of the request.