

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.”

Your HR academic generalist is a resource on the appropriate policies and benefits.

How to reach your HR academic generalist

1. Visit <https://hr.ucsf.edu/hr.php?function=hrrep>
2. In the “Find Your HR Representative Search” box, enter your information (department name, deptID, employee name or EID)
 - Search results will provide a list of your HR Contacts, including your HR academic generalist

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.

Getting Started

Log in to Advance, via MyAccess: Advance will be listed as an application you can select; clicking on the application name will open a new browser and take you directly into the Advance system.

Select the Stop the Clock Tab from the Overview tab



Create Stop the Clock Request

- By filling out the form you are requesting to extend the 8 year limit for promotion to the Associate Rank by one year.
- Choose **all** applicable reasons for the request.
- If “Other significant circumstance” is selected, describe in detail in the box below. Do not include any personal health information.
- You must certify that the Stop the Clock information you have provided is true and correct by checking the box.

Submit the Request

- Click the **Save as Draft button** when you want to come back later to complete the request.
- Click the **Submit button** when you are ready to start the approval process.
 - This will send the request to HR Shared Services, who may come to you with questions about your request.
 - Your HR contact will route the request to your chair for review. Subsequent reviews will be conducted by dean or designee, and the vice provost for academic affairs.

Questions on Policy or Process?

For more information, refer to the [Stop the Clock Fact Sheet](#).

Contact your HR generalist for specific questions related to your Stop the Clock request including the timing for submitting your academic review materials.