

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 by the faculty member, 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.

Find the Stop the Clock Request: From the For Review tab, select Academic Requests sub-tab, then click on the name of the candidate whose request you will review.

- Only requests pending your review will appear on this page:

Overview	My CV	My Packet	Proxy	For Review	
Packet: Academic Requests					
Showing 1 to 1 of 1 entries					
Show: <input type="text"/>					
Candidate	Department	Type	Start Date	End Date	Approval Status
Kogan, Scott Charles	Laboratory Medicine	Sabbatical - Full Pay	01/01/19	03/31/19	Pending Chair Review

Reviewing the Request

- By filling out the Stop the Clock form, the faculty member is requesting to extend the 8 year limit for promotion to the Associate Rank by one year.
- Stopping the clock will not delay the timing of a merit or reappointment review. However, a faculty member who has a “stop the clock” provision in place will be given the option of either going forward with a formal appraisal or promotion review or deferring the review by one year to correspond with the stop the clock.
- If you are a Chair and you have NOT discussed the Stop the Clock request with the faculty member, be sure to have this discussion before approving to ensure that you understand the context of the request.

Review the form:

- Has the faculty member checked all the necessary boxes?
- If “other significant circumstance” is chosen, have they explained sufficiently?
- If you are a chair, you may be asked to review the same request more than once – if the dean or VPAA sends it back for modification before approval.

Certify: Select a certification, enter notes, and **click the Certify button**

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