

**From:** [Provost Office](#)  
**Subject:** Updates on Tenure Clock Extension Requests, Emeritus Nominations Deadline, and Course Evaluations for Spring and Summer  
**Date:** Tuesday, April 14, 2020 1:58:45 PM

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Dear Faculty,

I want to provide you with additional information regarding requests for tenure clock extensions, a new date for spring 2020 emeritus nominations, and information on spring 2020 and summer session 2020 course evaluations.

### **Requests for Extension of Tenure Clock**

Previously, I provided some guidance for pre-tenure faculty who would like to request an extension to their tenure clock. Any pre-tenured faculty member who feels that they have experienced “extraordinary professional circumstances due to external factors out of the faculty member’s control and may need extra time before submitting their materials for tenure and promotion” should follow our current process outlined in the Collective Bargaining Agreement (CBA, 8.1 & 8.2).

Those pre-tenure faculty who would like to request a tenure clock extension should first submit their name for consideration by completing this **Tenure Clock Extension Request Form** at <https://www.utoledo.edu/offices/provost/webforms/tenure-clock-extension.html>. Upon submitting the form, guidance for officially submitting the request in Faculty180 will be sent to you. Once this process is initiated, the tenure clock extension request must be approved by the faculty member's department chair, dean and the Provost.

### **Emeritus Nominations - Spring 2020**

Given the issues and challenges we are facing during the COVID-19 pandemic this semester, **I am extending the deadline for spring emeritus nominations to be received in the Provost’s Office no later than Friday, April 24<sup>th</sup>**. Guidelines for the submission of emeritus nominations are available at <https://www.utoledo.edu/offices/provost/professor-emeritus/emeriti-status-process.html>.

Please note that we are now using a new template for the emeritus citations that requires the citation to be less than 300 words. Please see the following link for emeritus citation examples: <https://www.utoledo.edu/offices/provost/pdfs/Emeritus-Citation-examples.pdf>.

### **Course Evaluations for Spring 2020 and Summer 2020**

Finally, I previously announced that we will be using Campus Labs Software to deploy four course evaluation questions for all spring 2020 courses. Faculty are not required to use this information in their promotion and tenure materials, but may choose to include it if they wish to do so. **We will also be using this same process for all summer courses.**

Once again, I want to thank you for all of your hard work as we face the COVID-19 pandemic together as a campus community.

Best Regards,

Karen S. Bjorkman, Ph.D.

Provost and Executive Vice President for Academic Affairs