USE DEPARTMENT/SCHOOL/COLLEGE/LIBRARY LETTERHEAD STATIONERY

*date*

Memo: Tenure Clock Stoppage for *faculty name*

*Faculty name*, Assistant Professor in the *Department of department*, University of Colorado Denver, requests a one (1) year clock stoppage of the tenure clock following the birth of his/her child, without leave of absence. Specifically, Dr*. faculty name*’s child was born on *date*. In compliance with section A.5 of the University of Colorado System Wide Administrative Policy Statement on Parental Leave for Faculty, Officers and Exempt Staff, Dr. *faculty name* began the process to request a one year stoppage of the tenure clock as {CHOOSE ONE a co-care giver of his/her child (there is no single “primary” care giver) OR as the primary care giver of his/her child) through e-mail conversations with the schools/college/library and his/her department chair on *date*, within six months of the birth of his child.

In Dr. *faculty name*’s original contract, dated *date of original contract*, Comprehensive review was scheduled no later than Academic Year *date stated in contract* and Tenure review no later than Academic Year *date stated in contract*. The one year stoppage of the tenure clock modifies this aspect of the contract. Comprehensive review must occur no later than Academic year *state new date* with tenure review no later than three years after the comprehensive review (i.e., Academic year *state new date*).

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*Faculty member name* Date

Assistant Professor, Department of

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*Chair name*  Date

Chair, Department of

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*Dean name* Date

Dean, School/College of

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*Provost name* Date

Provost, University of Colorado Denver

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*Chancellor name* Date

Chancellor, University of Colorado Denver