

REQUEST TO STOP-THE-CLOCK FORM

This form is used to request an extension of one (1) year of the probationary period in accordance with UNT Policy 06.004 (Faculty Reappointment, Tenure, and Promotion).

Directions: The form should be completed by the faculty member making the request and emailed to their department chair. Upon signing, the department chair then sends the form to the Dean for signature. The signed form should then be sent to Academic.Resources@unt.edu for review and Provost approval.

To complete the form, download the document and open it in Acrobat.

Faculty Name: _____ Faculty UNT ID#: _____

Department/School: _____ College/Division: _____

Current Tenure Review Date: Fall/Spring _____

Extended Tenure Review Date: Fall/Spring _____

Explanation:

Please submit additional documentation if necessary and forward to your department chair for review.

Chair Signature

Provost Signature

Dean Signature

After signing the form, please forward to the next person for signature. **For Provost approval, the form should be sent to Academic.Resources@unt.edu.**

Once approved, the fully approved form and an approval memo will be emailed to the faculty member, Chair, and Dean.