

## ASSISTANT PROFESSOR – TIME OFF THE CLOCK (TOC)

General Information (see The Call, [Appendix 14, section VII](#))

- Approved Time Off the Clock (TOC) stops the tenure clock for up to one year for each event provided **ALL** time off the clock totals no more than two years during the eight-year probationary period for Assistant Professors
- An Assistant Professor may request to stop the tenure clock during the probationary period to care for a newborn child or newly adopted child under the age of five
  - The Assistant Professor must be responsible for 50% or more for the care of the child
    - The child may be the appointee's child or that of the appointee's spouse or domestic partner
  - This request must be made within two years of birth or adoption
  - The clock may be stopped for up to one year for each event, provided that all the time off the clock totals no more than two years in the probationary period
  - Approved TOC due to substantial childcare responsibility does not constitute nor require that a formal leave of absence be taken
  - An Assistant Professor, who has substantial child care responsibilities that begin after the start of the Winter Quarter in the seventh year of service toward the Eight-Year Limit, will not be granted an extension of the probationary period
- Other Reasons for requesting TOC:
  - An Assistant Professor who has substantial responsibility for the care of an elderly parent or family member
  - An Assistant Professor with an extended illness
- Total TOC cannot exceed two years (childcare responsibilities in combination with any other approved TOC)
- Refer to the APM 133-17h, for policy on TOC
- **Note:** If TOC is requested and approved before the 4th Year of Service, the Fourth-Year Appraisal review may be pushed back/delayed by one year (irrespective of TOC, this is the candidate's choice).  
**Note:** if a faculty member is contemplating early promotion and a 4th Year Appraisal has not been conducted, please encourage the faculty member to proceed with a 4th Year Appraisal followed by promotion.

### Notification of Eligibility for Extension of the Eight –Year Probationary Period Due to Childbirth or Adoption (Time-Off-The-Clock)

Submit the following to **Campus APO**:

- ☐ Completion of "Notification of Eligibility for Extension of the Eight –Year Probationary Period Due to Childbirth or Adoption (Time-Off-The-Clock)" form. The form is available via the [APO website](#).
- ☐ Email the Luskin analyst that the form has been directed to APO

### Request an Extension of the Eight-Year Probationary Period (Other than Child Care)

Submit the following to Luskin:

- ☐ A written statement by the Assistant Professor addressed to the Vice Chancellor for Academic Personnel, detailing the reason for requesting TOC
- ☐ Chair's signed concurrence on the candidate's written statement
- ☐ Completion of "Request For Extension of the Eight-Year Probationary Period (Other than Child Care)" form. The form is available via the [APO website](#)

### Routing and Approval

The Department Coordinator directs the documents to either the College APO or Campus APO (as indicated above). When directed to the College APO, the Luskin analyst will review the items, direct them to the Dean for review and signature, then forward the documents to Campus APO. The Vice Chancellor has final approval authority.

The Department Coordinator is to communicate with the Luskin analyst to inquire on the status of the TOC. If approved, the Campus APO will forward a copy of the Eight Year Deferral form to the Department.

**Note:** The deferral form will indicate when the Eight-Year Limit Review will be due to APO.

