If you have any questions regarding these policies, please contact:

Office of Academic Personnel
354 Aldrich Hall
ZC: 1015
Phone: 949-824-7175
Fax: 949-824-4522
Email: acadpers@uci.edu
What is “Stopping the Clock”?

It is a stoppage of the eight-year clock in certain titles for purposes of 1) childbearing or childrearing (must be responsible for 50 percent or more of the care of the child who is, or becomes part of the faculty member’s family), 2) serious health condition including disability or bereavement, or 3) significant circumstance or event that disrupts the faculty member’s ability to pursue his or her duties. This is not a leave. Refer to Academic Personnel Policy (APP) 3-50, Appendix III (http://www.ap.uci.edu/APP/3-50_asst.html), and APP 7-44 (http://www.ap.uci.edu/APP/APP7/index.html#APP7-44).

Who is eligible to “Stop the Clock”?

Any faculty member at the Assistant level, which falls under the provisions of APM 133 (http://ucop.edu/academic-personnel-programs/_files/apm/apm-133.pdf), and is not currently undergoing review for promotion/tenure, may initiate a stoppage of the tenure clock (or probationary period) on the limitation of service1 as provided in the relevant policies.

How do I “Stop the Clock”?


When do I need to submit my intent to “Stop the Clock”?

In order to automatically defer a Mid-Career Appraisal, the notification to “Stop the Clock” must be submitted by the end of the faculty member’s third year (by June 30). If the notification to “Stop the Clock” is submitted after the Mid-Career Appraisal, the notification of intent to “Stop the Clock” must be made before July 1 of the academic year in which a tenure or promotion review is to occur.

Once the notification of intent has been acknowledged, the tenure clock (or probationary period) will automatically be stopped1.

What is Mid-Career Appraisal?

The purpose of the mid-career appraisal (MCA) is for the department to provide the assistant professor with a careful, considered analytical evaluation of his or her performance to date in the areas of teaching, research and creative work, professional competence and activity, and university and public service, and to make a candid prediction concerning the probability or improbability of a favorable promotion decision based upon the evidence. The MCA contains a department vote, and the entire document should be provided to, and discussed with, the candidate. In order to avoid ambiguity, the MCA should clearly be labeled as “Positive,” “Negative,” or “Cautionary.”

Mid-Career Appraisal files often include a recommendation for reappointment or for a merit. If this is the case, the reappointment or merit recommendation must be separate from the MCA with a separate department vote. To assist departments in documenting MCA files appropriately, the MCA checklist (UCI-AP-37, http://www.ap.uci.edu/Forms/APforms/UCI-AP-37.pdf) has been revised to indicate that two separate letters and separate votes are required.

1 Quarters or semesters “off the clock” due to Childbearing leave, Parental Leave, and/or Primary Responsibility may not exceed one year for each event of childbirth or adoption. Because the review cycle is conducted in terms of full, not partial years, and partial years count toward the next full review cycle, exclusion of one or two quarters (one semester) for an academic appointee or up to three quarters for a fiscal year appointee will not necessarily affect the timing of the tenure or promotion review.