SBS INFORMATION FOR P&T DELAY FOR PERSONAL REASONS
(procedural requirements)

There are two kinds of delays, per UHAP 3.3.01 (A) - personal (including baby) and professional (such as adverse professional circumstances). The former go directly to the Vice Provost's office. The latter also require consideration and input from the head/director and college. In cases of delay for professional reasons, please connect with your H/D to discuss.

What is needed for delays for PERSONAL reasons:

(1) An email directly to the Vice Provost for Faculty Affairs: Andrea Romero, Vice Provost for Faculty Affairs, at romeroa@email.arizona.edu, with a CC to Asya Roberts, Executive Associate to the Vice Provost for Faculty Affairs, at asya@email.arizona.edu.

(2) in cases of delay for personal reasons, neither the unit head nor the dean need to approve the request. However, please CC the unit H/D and SBS Faculty Affairs so we’re in the loop.

Sample memo on letterhead, to be emailed as attachment, for delay of P&T for personal reasons:

Date

Andrea Romero, Vice Provost for Faculty Affairs
Administration Building 501
University of Arizona

Dear Prof. Romero,

Due to the birth/welcoming of my child, expected in (month/year), I would like to request a one-year delay of my tenure clock, from Academic Year This to Academic Year That.

OR

Due to a medical condition I am experiencing, I would like to request a one-year delay of my tenure clock, from Academic Year This to Academic Year That.

OR

Due to (indicate what, i.e., the assumption of significant and ongoing care responsibilities as a result of the serious health condition or disability of a faculty member's spouse, domestic partner, parent, or child; the death of the faculty member's spouse or domestic partner; other), I would like to request a one-year delay of my tenure clock, from Academic Year This to Academic Year That.

Note: for faculty who have not undergone a 3rd Year/Retention review, please add this:

I would also ask that my retention review likewise be delayed, from Academic Year This to Academic Year That.

Sincerely,