

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) a delay not involving a faculty member's individual medical condition or disability can be sent directly to the Office of the Provost for review (email: rogan@arizona.edu). For personal reasons involving your own medical condition or disability, please contact the Office of the Provost for a referral to the Disability Resource Center (DRC). Faculty members will then be asked to provide their requests and any supporting documentation directly to the DRC.
- (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.

What is needed for delays for PROFESSIONAL reasons:

- (1) Professional reasons require the appropriate dean and the head or director to support the request. The dean will submit the request to the Provost for consideration (email: rogan@arizona.edu).

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,

Prepared by SBS Faculty Affairs at the University of Arizona, Fall 2023