

FACULTY LEAVES AND THE TENURE CLOCK

Type of leave	Description	Approvals	Tenure clock *
Medical Leave w/pay	<p>- 6 weeks at full-pay -If medical need continues, remainder of semester at half-pay.</p> <p>* An extension beyond the semester end may be requested if medical need continues in new semester for a total maximum of 9 weeks at half-pay</p>	<p>Routine approval upon recommendation of chair and department initiation of an electronic document</p> <p>If questions arise, medical professional can send recommendation to DoF who will consult with chair about need</p>	Automatically stops tenure clock for duration of leave
Pregnancy Leave (covered under medical leave plan)	<p>- May be taken up to 2 weeks prior to giving birth or immediately thereafter - Allows 6 weeks leave at full-pay and if medical need continues, remainder of semester at half-pay.</p> <p>*May be combined with paid family leave providing 18 weeks at full-pay</p>	Routine approvals through department and the initiation of an electronic documents	Automatically stops tenure clock for duration of leave.
Paid family leave	<p>-Requires two years of service and is limited to 2 leaves within a five year period -Full pay for up to 12 weeks or alternative leave arrangement when crossing two semesters as approved by DoF for:</p> <ul style="list-style-type: none"> - the birth or adoption of a child maternal/paternal/same sex domestic partner -serious health condition of spouse, same sex domestic partner, parent, dependent child, or parent of spouse or domestic partner <p>*For child birth, may be combined with pregnancy medical leave providing 18 weeks at full-pay.</p>	<p>Routine approval requiring completion of a PFL request form (http://www.indiana.edu/~deanfac/download/fam_leave.pdf) and the initiation of an electronic document</p>	Automatically stops tenure clock for duration of leave.
Leaves of absence without and with partial pay	-Normally restricted to one year	<p>Must be approved with explicit consent of chair and academic dean – leaves of 1 year routinely approved by DoF</p> <p>Requests for longer leaves must seek approval at all levels, and are approved on a case by case basis</p>	<p>Normally does NOT stop the tenure clock unless taken for health or family reasons covered under FMLA, e.g. leaves taken for research or teaching at other institutions do NOT stop the clock, unless the academic unit feels the leave will be detrimental to the faculty member making progress towards tenure. This must be documented and approved in writing at all levels.(see: Understanding on Tenure Status http://www.indiana.edu/~deanfac/download/leave_nontenure.doc)</p>

*IMPORTANT NOTE: tenure clock adjustments are cumulative, with 10 months of leave representing 1 year off of the clock. If the clock is stopped for one semester, that typically has the effect of delaying the tenure consideration one academic year, since we have a single review process each year. However, if a faculty member takes an additional semester leave, total of 10 months; that will still only adjust the clock by one year, even if the leaves are taken during separate academic years.