

University of California, Merced
STOP THE CLOCK CERTIFICATION FORM

Please note: Appointees are not guaranteed eight years of employment under the eight-year rule. Rather, the eight-year limit refers to the maximum time in which the University may offer employment to any faculty member at the assistant professor-level, who falls under the provisions of [APM 133](#). Reappointment and merit reviews will occur on a schedule and will be based on careful assessment of the appointee's promise, progress, and achievement in the normal review period. By invoking "Stop the Clock," it may lengthen the time during which you are a candidate for promotion. In this case, normal progress will be expected for a positive review, but the work completed over an extended period of time will be evaluated without prejudice as if it were done in the normal period under review.

Name: _____ **Date of initial appointment:** _____

Title/Step: _____ **Brief description and date of qualifying event(s):**

Department/School: _____ **Stop the Clock in AY:** _____

I. INSTRUCTIONS

To provide notification of your intent to "Stop the Clock" and extend the maximum service limit (eight-year rule) in your title, as described in [APM 133](#) and [APM 760](#). Please: 1) sign the certification below (Section II), and 2) submit this form to your Department's chair. Once approvals are received, your request will be considered by the Vice Provost for the Faculty who retains final approval authority. You will receive an e-mail acknowledgement of the decision from the Academic Personnel Office.

II. CERTIFICATION

I am providing notification of my intent to "Stop the Clock" to extend my eight-year probationary period. I understand that combined exclusions/extensions may not exceed one academic year per each qualifying event, provided that all time off the clock may not total more than two years during the probationary period. I also understand that I may choose to stand for review at the normal time.

I understand that if I want to automatically defer my Mid-Career Appraisal, the notification to "Stop the Clock" must be submitted by the end of my third year (June 30), or if my notification to "Stop the Clock" is submitted after my Mid-Career Appraisal, my notification of intent to "Stop the Clock" must be made before July 1 of the academic year in which my tenure or promotion review is to occur.

Candidate's Signature

Date

III. APPROVALS

Department Chair's Signature

Date

Print Name

Dean's Signature

Date

Print Name

Vice Provost for Academic Personnel

Date

Print Name

Academic Personnel

Date Received / Notification Date