Notification of a Birth, Adoption, or Placement of a Foster Child to Invoke Automatic Approval of Tenure Clock Extension

Faculty member's name (please print): _____

Faculty member's ID number (PeopleSoft #): _____

College: _____ Department: _____

Child's name, Date of birth, adoption, or placement:

I hereby confirm the birth, adoption, or foster-placement of a child within my immediate family. I understand that if I submit this form:

- The current term appointment end date for either reappointment or for tenure is extended by one year and moves the mandatory review year to one year later.
- I will have the option to be reviewed for reappointment or for tenure in either the mandatory year or the year prior. If I opt to be reviewed in the original mandatory year for reappointment or for promotion and tenure, I will relinquish the tenure clock extension. Therefore, if the reappointment or tenure decision is negative, I will not receive another review; the denial serves as the 12-month notice that my contract will end at the conclusion of the next year.
- If I wish to be reviewed in the year prior, I should inform the department head before the start of the departmental RPT process for that year. I should check with the department head to ascertain when the departmental RPT review process begins.
- I have carefully reviewed the Tenure Clock Regulation, particularly the timeline considerations in section 4.4, and have contacted my Department Head, College HR Office or the Provost's Office with any questions.

Current Expected Contract End Date (prior to this extension): _____

New Expected Contract End Date: _____

New Mandatory Review Date: _____

Faculty member's signature: _____Date: _____

Acknowledged by department head (print name and sign)

_____Date: _____

Acknowledged in College by (print name and sign):

_____Date:_____

Acknowledged in Provost's Office by: _____Date:_____

Note: Please submit a copy of this form to Amy Jinnette, arjinnet@ncsu.edu, via the College HR office. A signed copy acknowledging receipt of this document will be sent back to the college who will forward to the department head. The department head will provide a copy to the faculty member. A signed copy will also be forwarded to Human Resources. The Department or College must initiate changing the Mandatory Review Date and Contract End date in the HR system.

Rev 5/2026