

**From:** Provost Department Chairs ListServe <[PROVOST-CHAIRS-LIST@LISTSERV.BUFFALO.EDU](mailto:PROVOST-CHAIRS-LIST@LISTSERV.BUFFALO.EDU)> on behalf of UB VP Faculty Affairs <[ubvpfacultyaffairs@BUFFALO.EDU](mailto:ubvpfacultyaffairs@BUFFALO.EDU)>

**Reply-To:** Provost Department Chairs ListServe <[PROVOST-CHAIRS-LIST@LISTSERV.BUFFALO.EDU](mailto:PROVOST-CHAIRS-LIST@LISTSERV.BUFFALO.EDU)>

**Date:** Thursday, October 15, 2020 at 10:28 AM

**To:** "[PROVOST-CHAIRS-LIST@LISTSERV.BUFFALO.EDU](mailto:PROVOST-CHAIRS-LIST@LISTSERV.BUFFALO.EDU)" <[PROVOST-CHAIRS-LIST@LISTSERV.BUFFALO.EDU](mailto:PROVOST-CHAIRS-LIST@LISTSERV.BUFFALO.EDU)>

**Subject:** PRB Reminder re: COVID Clock Stop Procedures

**TO:** Chairs

**FROM:** Granfield, Vice Provost for Faculty Affairs

**SUBJECT:** PRB Reminder re: COVID Clock Stop Procedures

**DATE:** October 15, 2020

This memo comes to you as a reminder that there is an automatic COVID clock stop being offered to our tenure track faculty. Attached is the memo sent out by Provost Weber to all faculty regarding the COVID clock stop. Every tenure track faculty member's COVID clock stop occurs in the year they would normally come up for tenure. It is in that year that the faculty member may "opt out" and have their dossier come forward rather than take the automatic clock stop. **They must notify their supervisor as outlined in the attached memo (sample language) with copies distributed accordingly.** So this year, all normally submitted dossiers are for cases qualified for that clock stop. This year, if they are coming up, they are 'opting out.'

The Office for Faculty Affairs asks that the candidate's "opt out" notification also be included in the dossier behind the Chair's letter. While we are keeping records on all opt outs coming to this office, having it in the dossier would be most helpful to the PRB. Pat Kane has already reached out to her decanal associates, but we felt a notification to Deans and Associate Deans was appropriate to get all administrators on the same page regarding recommended procedures.

Please let me know if you have any additional questions. We will, in the coming week, be requesting your decanal case estimates.

Bob  
Robert Granfield, PhD  
Vice Provost for Faculty Affairs  
552 Capen Hall  
University at Buffalo  
Buffalo, NY 14260