**External reviewer guidance related to tenure clock extensions – should be included in all letters, regardless of whether the candidate has taken extensions**

The tenure policy for Rochester Institute of Technology requires promotion review during or before the sixth year of appointment as an assistant professor. The actual timing may vary depending on personal circumstances, including possible extensions of the tenure clock due to family or medical leave, or other personal circumstances. However, the criteria for promotion and tenure remain the same for all faculty, regardless of their length of service. Your evaluation should consider the quality of the work and the impact on the field rather than the rate or timeline of the accomplishments, particularly given the impacts of the COVID-19 pandemic (refer to addendum below) and/or other personal circumstances that may have lengthened the tenure clock.

**Addendum:**

There are many possible impacts of the COVID-19 pandemic that began in March 2020, including but not limited to the following examples. We ask that you consider these when evaluating the faculty candidate.

* Research labs and libraries were shut down in March 2020 and re-opened with limited capacity and service beginning ~August 2020.
* Faculty research supplies and equipment orders were delayed; lab renovations were stalled; and restrictions were placed on human subjects research.
* K-12 schools went remote from March 2020 through the end of the spring; in fall 2020, some K-12 schools in the region were fully remote and some were hybrid with several days per week in person and the remaining days remote.
* Many childcare centers were shut down in March 2020; they were slowly reopened during the summer and fall of 2020 with more limited capacity.
* Faculty dealt with possible family and health issues throughout the pandemic.
* Faculty teaching loads generally increased related to the need to offer classes in multiple modes (e.g., hybrid or HyFlex)