

**RECOGNIZING THE IMPACT OF EXTERNAL EVENTS ON THE TENURE, PROMOTION,
AND EVALUATION OF FACULTY**
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The Office of the Provost is closely monitoring changes in federal policy that can affect faculty work and performance review, including faculty annual review and tenure and promotion. These changes include, but are not limited to, funded grant terminations, study section cancellations, termination of extramural funding opportunities, restrictions on professional travel (e.g., visa restrictions), restrictions on the admission of doctoral students, and the slowing of funding and publication processes. As changes continue to unfold, we will stay abreast of actions taken by other institutions and consider additional steps, as appropriate.

Documenting Impact on Curriculum Vitae

Funded grant terminations, denials of no-cost extensions due to changing extramural funding priorities, and other changes to awards or scholarly products *already accepted for publication and/or granted* to the faculty member should be noted on CVs using procedures similar to those employed at the onset of the COVID-19 pandemic. For example, in the case of a terminated grant, the faculty member should provide the usual citation of the award in the format accepted within their discipline, including grant number, name of funding organization, amount awarded, period of the award, title of project, role on project, etc. Use an asterisk (*) by the end date for period of the award, and, following the citation include a note similar to the example below:

*Note: This grant was terminated on [date of termination] by [name of funding agency terminating the award] due to [reason provided, if any, by the funding agency; if no reason provided, indicate “for unknown reasons.”].

Faculty may document the impact of external events on work that has *not* already been accepted for publication and/or granted to the faculty member in an Impact Statement but not on their CV.

Impact Statements

During the AY 2021-2022 cycle, Drexel University began accepting COVID Impact Statements, which could be added to the materials prepared for annual review, reappointment, promotion, and tenure, to recognize the impact of the COVID pandemic on faculty work. We are now modifying the current [COVID Impact Statement Guidelines](#) to allow faculty the option of voluntarily disclosing and discussing how any disruptive, unforeseen external event outside of their control has affected their work. The impact statements are limited to 2 pages that address the specific ways in which external events have affected their ability to perform the duties specified in their letters of appointments.

For each realm of responsibility that has been affected, the faculty member may summarize external events that affected productivity, including, but not limited to:

- **Research and scholarship:** Decreased opportunities to demonstrate innovation and creativity; canceled or delayed events, activities, or work products; reduced access to facilities, locations, personnel, or partners; restrictions on professional travel and field research; loss of access to research subjects; need to pause, restart, or pivot research; slowing of publication and grant funding processes; redirection of funding.
- **Teaching, advising, and mentoring:** Increases in course load; changes in course delivery; changes in advising load; support provided to students experiencing challenges associated with external events; restrictions on doctoral student admissions.
- **Service:** Engagement in initiatives related to external events for the department, university, professional association, or other organizations.
- **Other challenges:** Visa restrictions; resource constraints (e.g., internet, workspace).

Each faculty member may, at their discretion and completely voluntarily, opt to use the Impact Statement to address personal circumstances that have affected overall productivity. As always, personal health information is confidential, and disclosure is not required.

Tenure Clock Extensions

Faculty should use the University's existing processes to request tenure clock extensions if needed. The Tenure and Promotion Policy acknowledges that faculty work may be affected adversely by external events beyond their control. More specifically, the policy reads:

“Individual extensions of the pre-tenure period for up to three (3) years total may be granted to candidates in the event of exceptional circumstances that would materially interfere with the candidate's performance during the pre-tenure period. Such circumstances may include, but are not limited to, serious illness, family emergency, or extraordinary teaching or administrative assignments. In addition, a one-year extension of the pre-tenure period is automatically available within one (1) year after each live birth or after each adoption, for any candidate who will be the primary caregiver.”

Additional details are provided in the [University Tenure and Promotion Policy](#). The [form](#) through which a pre-tenure period extension is requested is available through the Office of Faculty Advancement and Inclusion. Leslie Ashburn-Nardo, Vice Provost for Faculty Advancement and Inclusion, is happy to answer questions and provide guidance for faculty who wish to request a tenure clock extension. We also encourage faculty to contact their Department Head, Associate Dean for Faculty Affairs, or Dean to discuss whether their circumstances meet eligibility criteria for an extension.