

Language to use in support of deferrals/postponements for childbearing and child placement or adoption:

Suggested language for when a faculty member is requesting of the Vice Provost of Academic Affairs not to go forward with advancement due to the birth, adoption or placement of a child:

"In accordance with Work Life Balance Directive 03-006 and APM 760, this is to request a one-year postponement in submitting materials for my advancement. This request is submitted due to the birth/adoption of my child in [month/year]."

Suggested language for the department chair to use when the faculty member submits a request for advancement after the one-year delay:

"Professor [name] received approval from the Vice Provost for a one-year postponement in submitting an advancement dossier during the academic year 20__ - 20__, in accordance with the Work Life Balance Directive 03-006 and APM 760."