

Guidance on Personal Circumstances Flags

- What is a Personal Circumstances Flag?

A Personal Circumstances Flag offers **professional-track and tenured faculty** the opportunity to designate a year within the scope of a multi-year review as having been impacted by personal circumstances as is available for tenure-track faculty. This notation, but not the reason for it, is available to review committees and provides context for that particular year being reviewed.

A Personal Circumstances Flag may be noted for reasons including but not limited to:

- General examples: disability or illness of the faculty member; status of the faculty member as the principal caregiver of a preschool child; or, status of the faculty member as a principal caregiver of a disabled, elderly, or ill member of the family of the faculty member.
- COVID-specific examples:
 - For a faculty member who is the principal caregiver for a dependent and COVID led to a lack of care availability (e.g., childcare, school, eldercare) for the dependent.
 - Sickness of individual or of their a dependent for whom the faculty member is the principal caregiver would already count under more general health of self and dependents.

Timing of Request and Limitations

- A faculty member may request up to two Personal Circumstances Flags while in rank. A faculty member should request a Personal Circumstances Flag as soon as it is apparent that personal circumstances have impacted the faculty member's work
- Process for request:
 - Please discuss with your Department Chair, Associate Chair, or division leadership.
 - Contact the Dell Med Office of Faculty Academic Affairs so that they may assist with submitting a request to the UT Provost's office: dellmedfacultyaffairs@austin.utexas.edu
 - Upon approval by the Provost's office, a copy of the decision will be provided to the faculty member.