

August 16, 2021

To: Academic Department Chairs and Deans and AP Department Business Officers and Staff

From: Dana Mastro, Associate Vice Chancellor for Academic Personnel

Re: Guidance for faculty merit cases on reporting cancelled or postponed performances, exhibitions, and other artistic events due to COVID-19

The COVID-19 pandemic caused many performance halls, galleries, and other arts venues to cancel events or close entirely. For faculty in the arts, this has raised questions regarding how to report scheduled activities in upcoming merit and promotion cases if they were cancelled or postponed. If a scheduled performance or exhibit that would have taken place during the review period was cancelled or postponed due to COVID-19 closures, these activities can still be listed in the Research/Creative Activity section of the Biobibliography.

Cancelled events should be included in the numbered items of the Biobibliography, specifying when and where they would have occurred and noting that they were cancelled. If the work itself was completed, or if it took place in a remote version rather than the format or venue originally planned, it can be documented or included in the materials submitted for the review. Although a performance, exhibit, installation, or comparable event that was permanently cancelled would not normally receive credit, in the context of circumstances beyond faculty members' control due to COVID-19, a satisfactory record for the review period could include documentation of events that would have occurred but were cancelled.

Postponed items that will be rescheduled should be listed in the "work in press" section under Research/Creative Activities in the Biobibliography. These should be credited in the current period. In the next review, they would be moved to the numbered section with an asterisk indicating that they had already been credited in the previous review (as current practice dictates).

Listing items in this way, along with the context provided in the departmental letter, self-assessment, and/or COVID Impact Statement, will help reviewing agencies understand the record of creative accomplishments in light of the opportunities that were available and the constraints that were in effect during the review period. Therefore, we continue to encourage faculty to submit COVID Impact Statements explaining the implications of the lockdown and remote environments on their record of research and creative activity. This could include documentation related to the planning, scheduling, postponement or cancellation of events, exhibitions, or performances. As always, departments should

comment on the significance of venues, collaborators, invitations, selection processes, and other indications of stature and peer review. We will continue to use care and flexibility in adapting to the ongoing challenges stemming from COVID-19.