

October 1, 2020

To: Department Chairs and Business Officers (via SBCHR-L and SBADM-L)
From: Alison Butler, Associate Vice Chancellor for Academic Personnel
Re: Upcoming Academic Personnel Review Cycle

The annual Academic Personnel Chair and Business Officer meetings will be taking place in early October. We understand that faculty are currently working on putting their materials together and departments are planning to begin the review of cases. Given the uncertainty due to COVID-19 related impacts, we would like to share the guidance below in advance of the annual meetings to help facilitate the start of departmental activities. These topics will be discussed in more depth at the meetings. Meeting will take place as follows, with zoom details to be provided in a separate communication prior to the meetings:

Division of Social Sciences, Humanities & Fine Arts, Graduate School of Education, College of Creative Studies
Tuesday, October 13, 2020
10:30-12:00

Division of Mathematical, Life & Physical Sciences, College of Engineering, and the Bren School
Thursday, October 15, 2020
10:30-12:00

Confidentiality when conducting remote departmental meetings and votes

Most, if not all, departmental meetings, case discussion, and voting, will be done in a remote environment. Chairs should be sure to remind all faculty of the importance of maintaining confidentiality. Case materials that are shared electronically should not be saved as downloads, captured via screenshots, or in any other way saved to local computers or shared. Chairs are encouraged to work with your local IT support to assure voting is managed in the most secure and confidential way possible.

Faculty case preparation

Many professional activities have been either cancelled or delayed due to COVID-19 related closures and restrictions. If an invited or scheduled activity was cancelled, the activity may be listed on the bio-bib with a note indicating the event was cancelled. If the event is later rescheduled at a time that falls into a subsequent review period, the activity may be listed with a footnote indicating that it was also listed in the previous review period. Such cancelled or postponed activities may also be discussed in a self-statement to provide the context of COVID-19 impacts.

All teaching evaluations and ESCIs collected during the review period must be included with the case. It is expected that faculty may not have ESCIs or student comments for the Winter 2020 term since the quarter ended as the move to remote instruction was taking place. Negative or missing evaluations that are direct result of the move to remote instruction should not be held against the faculty member. Context may also be provided through a teaching self-statement.

Broadly construed, COVID related impacts to the faculty member's productivity and performance in any area of review should be addressed in the case. The easiest way for a faculty member to do this is through a self-statement. The narrative might be integrated into a research or teaching self-statement, or might be a stand-alone document specifically addressing the COVID related impacts. COVID statements are not mandatory, but faculty should be encouraged to provide this context to their case as they see fit.

Departmental Case Review

There are no policy changes to the academic review policies or procedures. However, the following should be kept in mind.

As in all advancement cases, departments should provide the context for any periods of reduced activity. In the case of COVID-19 related ramp-down in research, lack of teaching evaluations, reduction in professional activities, or any similar delays, the department should indicate that the anomalies in the record were due to COVID-19 impacts.