

March 17, 2020

To: Department Chairs, Directors and Business Officers
(via SBFACU-L, SBNSACAD-L, SBADM-L, SBCHR-L)

From: Alison Butler, Associate Vice Chancellor for Academic Personnel
Cindy Doherty, Director, Academic Personnel

Re: Academic Personnel updates related to the COVID-19 crisis

As we all work through the implications of the COVID-19 crisis, we write to provide guidance regarding a number of matters that impact faculty and other academic employees. The situation continues to evolve on a daily basis and we appreciate your understanding and patience as we work through the various areas of concern.

Administrative Leave

President Napolitano has issued an executive order providing up to 16 days (128 hours) of administrative leave for all employees for the following purposes:

- When an employee is unable to work due to the employee's own COVID-19-related illness or that of a family member
- When an employee is unable to work because the employee has been directed not to come to the worksite for COVID-19-related reasons and/or the work site has implemented a COVID-19-related remote-work program or is under a shelter in place order and it is not operationally feasible for the employee to work remotely;
- When an employee is unable to work because a COVID-19 related school or daycare closure requires the employee to be home with a child or dependent, and it is not operationally feasible for the employee to work remotely or in conjunction with the childcare commitment.

The 16 days is inclusive of the 14 days of administrative leave previously announced. Further detailed guidance regarding application for and use of administrative leave will be forthcoming. If employees or departments have immediate questions about the executive order or have an employee who wishes to apply for leave, please contact Cindy Doherty at cindy.doherty@ucsb.edu

Extension of the 8-year clock: Assistant Professors, Lecturers PSOE, and Assistant Researchers

An Assistant Professor, Lecturer PSOE, or Assistant Researcher may request an extension of the Tenure/SOE/8-year limit clock. APM 133-17 and Red Binder I-4 allow for extensions of the clock in cases of a "significant circumstance or event beyond the individual's control that disrupts an individual's ability to pursue his or her duties." Extensions may be granted for up to one year for each event. An extension of one quarter (six months or less for Assistant Researchers) will not change the individuals'

eligibility or total years on the clock, but will mark that particular period of time as one during which duties were disrupted. An extension of two or three quarters (more than six months for Assistant Researchers) does not change eligibility, but will extend the clock an additional year meaning mandatory review for advancement to Associate Professor, Lecturer SOE, or Associate Researcher will be delayed by one year.

An Assistant Professor, Lecturer PSOE, or Assistant Researcher who does not request a clock stop will not be penalized for a reduction in duties during the duration of the COVID-19 crisis (see below for further detail on case reviews.)

A request to stop the clock must be submitted by email or hard-copy via the Department Chair and Dean, to the Associate Vice Chancellor for Academic Personnel. The request must specify the quarters or time period being identified as off the clock. If the request includes quarters other than Winter and/or Spring 2020, further detail will be required to justify the extended period.

Review of future merit & promotion cases; faculty and other academic employees

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 the COVID-19 prevention measures implemented by the University. Instructional Development has already indicated that they will create a standard statement on ESCI reports for Winter 2020 to indicate that teaching evaluations were not completed due to the COVID-19 situation for classes missing evaluations. It is yet to be determined how teaching evaluations for Spring 2020 will be handled. Reviewing agencies and decision makers will in no way hold reduced activities and productivity that is a direct result of the COVID-19 situation against a faculty member or other academic employee during a merit or promotion review.

Processing of current year merit & promotion cases

Cases for faculty and other academic employees currently in progress for a July 1, 2020 effective date will continue to be processed. Since our review process is managed electronically via AP Folio, reviewing agencies will continue their work. It is possible that decision announcements may be somewhat delayed, but every effort will continue to be made to have all cases decided before the end of June 2020.

Recruitments and new appointments

Departments may continue to conduct searches for open positions. Guidelines for conducting on-campus-analogous interviews has been posted on the Academic Personnel web site at <https://ap.ucsb.edu/resources.for.department.analysts/recruit/> . Appointment cases will continue to be processed.

Sabbatical leave cancellations

Faculty with sabbatical or other research leaves planned for Spring quarter may need to cancel the leave due to restrictions of travel or limits of ability to conduct research. It is

likely too late to assign formal teaching responsibilities for Spring quarter, however it is expected the faculty who cancel a spring sabbatical will be fully engaged in their University duties to the extent possible, given the current situation. A request to cancel sabbatical may be submitted by email or hard copy to the Dean via the department Chair.