

December 16, 2020

1 **Memorandum of Understanding: COVID-19 Impact on Reviews, Promotion, and Tenure**

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3 **Section 1. COVID-19 Impact Included in Reviews.** For review periods that include any term impacted by
4 the COVID-19 pandemic, faculty members may include a description of any COVID-19 related impact(s)
5 on their assigned work duties in their submitted materials for evaluative purposes for any of the following
6 reviews:

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8 a. Periodic Review of Faculty (PROF)
9 b. Promotion Review
10 c. Midterm Review
11 d. Tenure Review
12 e. Post-Tenure Review
13 f. Unit-level merit review processes when there is a negotiated merit increase

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15 Such descriptions should be no longer than one page. For promotion and/or tenure reviews that include
16 any term impacted by the COVID-19 pandemic, faculty members may place a description of impact(s) in
17 Section X. OTHER LETTERS AND MATERIALS (optional) per the dossier preparation guidelines. Once added
18 to the dossier or review materials, the description will be shared with all subsequent evaluators.

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20 In AY 2020-21 and AY 2021-22, the Employer will provide information on the differential impacts,
21 including the racialized and gendered impact, of the COVID-19 pandemic. In Fall 2022, the Employer will
22 post this information on the Faculty Affairs website and may update and amend this information as
23 needed.

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25 For any of the above reviews initiated prior to September 15, 2022:

- 26 a. Faculty Affairs and either the academic unit head or academic college initiating the review will
27 inform faculty members of the option to include a description of the impact(s) of COVID-19 and
28 provide instructions for adding such a description to their submitted materials in the above
29 reviews.
30 b. The Employer will advise supervisors, academic unit heads, Deans, and college- and unit-level
31 committees to consider such descriptions of impact(s) of COVID-19 in their assessment of the
32 submitted dossier or review materials.

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34 For promotion and/or tenure reviews initiated September 15, 2022 through September 15, 2025 and
35 including a term impacted by COVID-19 in the review period:

- 36 a. Faculty Affairs and/or the academic unit head or academic college initiating the review will inform
37 faculty members of the option to include a description of the impact(s) of COVID-19 and provide
38 instructions for adding such a description to their submitted materials in the above reviews.
39 b. The Employer will advise supervisors, academic unit heads, Deans, and college- and unit-level
40 committees to consider such descriptions of impact(s) of COVID-19 in their assessment of the
41 submitted dossier or review materials.

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43 **Section 2. Teaching Evaluation.** The Employer will extend the faculty member’s discretion to include or
44 exclude eSET scores in their annual reviews and dossiers, without prejudice with respect to their review,
45 to courses taught in Spring Term 2020, Summer Term 2020, Fall Term 2020, and Winter Term 2021. This
46 applies to all courses delivered in these terms, including Ecampus courses.

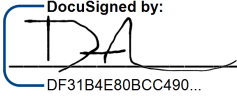
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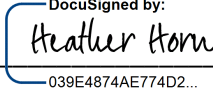
Section 3. Tenure Clock Extension. The Employer will automatically approve a one-year extension of the probationary period for all eligible tenure-track faculty who request an extension (opt-in) by May 1, 2021. Eligible tenure-track faculty must be in their probationary period during AY 2020-21 with their mandatory tenure review to occur in AY 2021-22 or later.

If a bargaining unit member requests this extension and later decides they do not need the additional year in their probationary period, they may request to be reviewed for promotion and tenure during their originally planned timeline following the guidelines in the Faculty Handbook and Collective Bargaining Agreement.

11 For United Academics:

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For the Employer:

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