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# MEMORANDUM

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DATE: April 1, 2020

TO: Tim Sistrunk, California Faculty Association President

FROM: Evanne O'Donnell, Associate Vice Provost for Academic Personnel

RE: 19/20 RTP Calendar & Evaluation Revisions

CC: Al Schademan, California Faculty Association Vice-President  
David Steel, California Faculty Association Field Representative  
Jennifer Haffner, Acting Director Labor Relations  
Robin Yant, Assistant Director of Academic Personnel

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Due to the COVID 19 pandemic and Governor Newsom's and President Hutchinson's mandatory Stay at Home Orders for employees, it is necessary to revise the 2019/20 RTP Calendar to extend timelines and relax evaluation requirements to accommodate operating in a remote environment. Following consultation with Academic Senate Executive Committee, Deans and the Provost, CFA and the Office of Academic Personnel agree to the following 19/20 RTP Calendar revisions:

## **19/20 AY PERFORMANCE REVIEWS OF PROBATIONARY AND TENURED FACULTY**

The due date for the Provost's Tenure and Promotion letters to candidates is extended from April 17 to May 1, 2020.

The due date for the Deans' report to candidates for 3-5 Performance Review reports is extended from April 3 to April 17, 2020.

The due date for candidates' responses/rebuttals to the College Level Reports is extended from April 14 to April 28, 2020.

The due date for the Provost's Retention letters to candidates in year three, four, or five is extended from May 8 to May 22, 2020.

## **SPRING 2020 PERIODIC REVIEWS OF PROBATIONARY FACULTY**

All Department Level Periodic Reviews of probationary faculty are suspended and shall be transferred to the College Level for review by the Dean. The due date of the Dean's report is extended from May 8 to May 22, 2019.

Department Committee Periodic Evaluation Reports previously submitted to the Department or Dean's Office by March 13, 2020, are part of the WPAFs and will be reviewed by the Deans prior to drafting their reports. Reports not previously submitted, may be submitted to Dean's Office no later than April 3, 2020, but are permitted only if the submission can be accomplished without necessitating an on-campus visit or any further committee/chair review work, and can be confidentially transmitted per acceptable Level 1 data transmission procedures: 1) dropped into a Level 1 Box file; 2) emailed using Adobe Professional password encryption; or 3) U.S. mail.

Department Review Committees and/or Separate Chair reports for the Periodic Evaluation of probationary faculty that have not yet been conducted, completed and submitted are canceled. The Dean's review will be based on the existing WPAF with a note to the report that the Department Level Review for Spring 2020 was canceled. Per CBA 15.5, the candidate may submit a rebuttal statement or response in writing and/or request a virtual meeting be held to discuss the recommendation within ten (10) days following receipt of the Dean's recommendation.

### **SPRING 2020 PERIODIC REVIEWS OF TENURED FACULTY**

Periodic Reviews (5-year reviews) for tenured faculty will be postponed from Spring 2020 to Fall 2020. The period of review shall be based on the dossier submitted in Spring 2020. If a classroom visit/peer evaluation was not completed during Spring 2020, the classroom visit/peer evaluation will be completed in Fall 2020 and become part of the WPAF. Any review work completed by the Department Committee in the Spring 2020 semester by the Department Personnel Committee may be incorporated into the Fall 2020 reviews.

### **SPRING 2020 PERIODIC REVIEWS OF TEMPORARY FACULTY**

All periodic evaluations for faculty in a semester, one year (through 5th year) or 3-year appointment will be canceled. All faculty holding these appointments will be deemed satisfactory for their spring 2020 periodic evaluation. The Dean will draft a memo to the PAF of each faculty member confirming the satisfactory rating. The faculty members' rights under Article 12, including order of assignment rights (12.29), will not be affected.

All periodic evaluations for Faculty members currently in their 6th year of an appointment in the same department and eligible for a 3-year appointment beginning AY 20/21, shall have their evaluations postponed to fall 2020. All faculty in this group will be granted a provisional three-year appointment subject to the completion of a satisfactory evaluation as described below. The faculty member's entitlement (12.12.c) and order of assignment rights (12.29) shall be treated as if they were on a normal three-year appointment. The entitlement time base shall be based on their 2019-2020 workload.

Faculty members who receive a postponement of their evaluation through this process shall undergo an evaluation in the 2020/21 Academic Year. The period of review shall be based on the dossier submitted in Spring 2020. If a classroom visit/peer evaluation was not completed during Spring 2020, the classroom visit/peer evaluation will be completed in fall 2020 and become part of the WPAF. Any review work drafted in the Spring 2020 semester by the Department Personnel Committee may be incorporated into the Fall 2020 reviews.

The deadlines for this evaluation shall be determined by the 20/21 RTP Calendar.

In alignment with CBA 15.28, if the faculty member receives a satisfactory evaluation, the faculty member's provisional 3-year contract will become a fully executed 3-year contract retroactive to the beginning of the semester 20/21 AY.

If the faculty member has not performed satisfactorily, the condition of satisfactory evaluation shall not be met and the appointment will end at the completion of the 20/21 AY.

The Office of Academic Personnel will work closely with the colleges and departments to ensure that the provisional appointment language is consistently distributed across campus and that there is uniform adherence to this agreement.

These revisions do not imply any further appointments beyond those stated in the faculty members' current contracts as per CBA Article 12 provisions.

**The Parties agree that these guidelines are in effect during this COVID 19 period and are not precedent-setting.**