



MEMORANDUM

DATE: April 21, 2020

TO: Tim Sistrunk, California Faculty Association President

FROM: Evanne O'Donnell, Associate Vice Provost for Academic Personnel
Jennifer Haffner, Interim Director of Labor Relations
Robin Yant, Assistant Director of Academic Personnel

RE: Unit 3 Faculty Evaluation Procedures in Light of the COVID-19 Pandemic

The pandemic of COVID-19 in spring 2020 dramatically affected the CSU system. Specifically, the suspension of in-person classes at Chico State on March 25, 2020 and the rapid move to alternative modalities of instruction may have affected some students' perceptions of teaching effectiveness. In addition, the restrictions in travel which reduced access to facilities, field and laboratory data collection, and participation in conferences, workshops and performances may have affected the quality of faculty achievements in all areas of review. OAPL and CFA have entered into this agreement to recognize these circumstances and provide guidance to faculty on the evaluation of spring 2020 Student Evaluation of Teaching (SETs), Retention Tenure and Promotion (RTP) and periodic evaluations.

Because the semester's instruction was disrupted so profoundly by local and international COVID-19 events that required quickly changing responses of faculty, which included the need to change teaching modalities in the middle of the semester, the spring 2020 semester SETs will not be entered into faculty Personnel Action Files (PAF) and will not be considered in the evaluation of teaching performance. Faculty have the option of introducing their complete spring 2020 SETs for every course in which SETs were administered into their Dossier and referencing them in their teaching narrative. In this case, reviewers should consider the SETs when evaluating the faculty's performance.

SETs' responses will be distributed to all faculty for their own information and a copy will be stored in an archived file in the dean's office for a minimum of five years consistent with document retention criteria.

At the beginning of the 20/21 Academic Year, a letter will be placed in every faculty member's PAF, which will note the circumstances surrounding the COVID-19

pandemic which occurred during the spring 2020 semester. In addition, for the six years following the 20/21 Academic Year, OAPL will remind both the College AA/S and the review committees to be cognizant of the impacts of the COVID-19 pandemic. Both the letter and the reminder shall include the following information:

“The COVID-19 pandemic in spring 2020 dramatically affected the CSU system. The sudden suspension of in-person instruction and rapid transition to virtual instruction, the transition to virtual coaching, counseling and library services, the cancellation of sporting events, the closure of campus facilities and K-12 schools, all represent a profound disruption for faculty, staff, and students. All reviewers conducting future periodic and performance evaluations of faculty (Tenure or Tenure-Track, Lecturer, Coach, Counselor, or Librarian) must take into account the unusual circumstances of spring 2020 and the widespread impact these disruptions may have had on faculty performance. No personnel decisions should be made solely on evaluations from the spring 2020 term.”

We recommend that the FPPP be reviewed for amendment during the 20/21 Academic Year to document that the COVID-19 pandemic occurred during the spring 2020 semester and that evaluators assessing the quality of each candidate’s contributions in the areas of Instruction, Professional Growth and Achievement, and Service that Contributes to the Strategic Plans and Goals of the Department/Unit, College, and University as well as the Community (Service) shall be cognizant of the impacts that the COVID-19 pandemic may have had on faculty research, scholarly activity, and service and that candidate’s should include in their narrative how the COVID-19 pandemic impacted their activities and achievements during the relevant period of review.

In regard specifically to presentations and/or conferences that were cancelled due to the COVID-19 pandemic, any candidate that was scheduled to present a paper at a conference or meeting during that candidate’s period of review, and that conference or meeting was cancelled due to COVID-19 related reasons, the documentation of the invitation and/or program for the event should be included in the candidate’s PAF and will serve as evidence as if the candidate had completed the presentation.

In lieu of signatures affixed to this Memo, the parties agree that Evanne O’Donnell, AVP for OAPL, will email this memo to CFA President, Tim Sistrunk, and his email response indicating approval, will denote agreement to this memo outlining the Faculty Evaluation Procedures in Light of COVID-19.