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# M E M O R A N D U M

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DATE: March 10, 2021

TO: Tim Sistrunk, California Faculty Association President

FROM: Brian Oppy, Associate Vice President for Academic Personnel  
Denise Hardy, Interim Director of Labor Relations

RE: Letter to be inserted in all Unit 3 Faculty Personnel Action Files in Light of the COVID-19 Pandemic

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Thank you for the many considered discussions between CFA leadership and OAPL in these difficult times. We appreciate the opportunity to work together to support the Chico State faculty. This memo is therefore intended to convey some of the results of those discussions to both faculty and deans, to help ensure the fair treatment of faculty colleagues undergoing reviews over the next few years.

The COVID-19 pandemic that began in spring 2020 and has continued through the 20-21 academic year and perhaps beyond, has dramatically affected the CSU system. Specifically, the suspension of most in-person classes at Chico State that began March 25, 2020 with a rapid move to alternative modalities of instruction - continuing in some form at least through the Fall 2021 semester - may have affected some students' perceptions of teaching effectiveness. In addition, travel restrictions have reduced access to facilities, field and laboratory data collection, and impacted participation in conferences, workshops and performances, all of which may have affected the quality of faculty achievements in all areas of review.

OAPL and CFA, in recognition of these circumstances, request that a letter be placed in the Personnel Action File of all unit 3 faculty employees by appropriate college staff by April 9, 2021. The letter will replace any similar letter placed in the PAFs of faculty in the Fall of 2020, and shall remain in the file until at least the end of the Spring 2027 semester. The letter must include the following statement:

*“The COVID-19 pandemic that began in spring 2020 and continued through the 20-21 academic year has 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 K12 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 these unusual circumstances and the widespread impact these disruptions may have had on faculty performance. For faculty unit members employed prior to Spring 2020, no personnel decisions should be based solely on evaluations of performance during the impacted terms as referenced herein.”*