



M E M O R A N D U M

DATE: April 15, 2020

TO: Tim Sistrunk, California Faculty Association, Chico Chapter President

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

Cc: Al Schademan, California Faculty Association, Chico Chapter Vice-President
David Steele; California Faculty Association; Field Representative

RE: Agreement to Allow Probationary Faculty the Option to Extend Their Probationary Period by One Academic Year Due to the COVID-19 Pandemic

For many, the unexpected and unique circumstances surrounding the COVID-19 pandemic in Spring 2020 have caused concern about the possible negative impacts on progress towards tenure and promotion. The restrictions in travel reduced access to facilities, field and laboratory data collection, and participation in conferences, workshops and performances. The mid-semester requirement to migrate courses to alternative virtual modalities may have also impacted progress. California State University, Chico (Chico State) and the Chico Chapter of the California Faculty Association (CFA) acknowledge and understand these concerns.

We have worked together to enter into this agreement to permit probationary faculty to request a one-year extension to their probationary period due to COVID-19 related impacts. The extension, if granted, increases the normal timeline towards tenure and promotion by one additional academic year. The normal period of probation is six years per Article 13.3. CBA Article 13.7 and 13.8 allow for extensions to the probationary period, upon the faculty member's request, based on certain enumerated criteria. With this CBA language in mind, and after consultation with the Executive Committee of the Academic Senate and the Provost, CFA and Office of Academic Personnel (OAPL) have agreed to the following guidelines and procedures by which faculty may request a one year extension to their probationary period:

Guidelines and Procedures:

1. Faculty members, in good standing, wishing to request a one-year extension to their probationary period due to the impact of the COVID-19 crisis must submit an [extension request form](#) to their Chair. The application period for this extension begins on May 22, 2020 and ends on August 28, 2020.
2. Justification for the request must be provided on the application form indicating one or more of the following:
 - Additional workload due to the transition to remote learning (specify courses and enrollments).
 - Substantially disrupted access to research subjects, collaborators, conferences, fieldwork, clinical settings, or other professional growth opportunities, such as residencies or fellowships due to recommended social distancing, quarantine, event cancellation,
 - Family and Medical Leave Act-related or individual sick leave due to COVID-19.
3. The Department Chair shall review the application and make a recommendation to approve or deny within 7 days of receipt and forward to the Dean. The Dean shall review the application and make a recommendation to approve or deny within 7 days of receipt and forward to OAPL for Provost review. The Provost shall grant or deny the application and notify the faculty member within 7 days of receipt.
4. A copy of the application noting an approved extension will be filed in the Personnel Action File (PAF).
5. Such an extension does not change the RTP expectations for a candidate, and all normal criteria as set forth in the faculty member's Department Standards, the FPPP and CBA will remain applicable.
6. A faculty member granted an additional year will proceed as normal with their performance or periodic review in 20/21 AY with the following exceptions:
 - Faculty in their 5th year of their probationary cycle, who normally would be up for tenure and promotion beginning fall 20, will undergo a periodic review in Spring 2021 and a performance

review for tenure and promotion Fall 21/22.

- Faculty granted an additional year will receive a periodic review in their 6th probationary year instead of a performance review and, beginning their 7th probationary year, will undergo a performance review for tenure and promotion.

7. The following conditions to the extension of the probationary period apply:

- The extension of the probationary period within the parameters/scope of this memo is irrevocable.
- The probationary period will be extended by one (1) year beyond the normal probationary period of six (6) years of full-time probationary service and credited service specified in Article 13.3.
- Should an extension be received, a tenure and/or promotion review requested prior to the final probationary year will be considered accelerated and the criteria for accelerated tenure and/or promotion will apply.

8. The extension of the probationary period does not guarantee retention during and/or up-to-the conclusion of the newly established probationary period nor does the extension guarantee tenure or promotion.

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 the Guidelines and Procedures listed above.