



Channel Islands

CALIFORNIA STATE UNIVERSITY

Provost

## AGREEMENT

**Date:** May 27, 2020

**To:** All CSUCI Faculty Members

**From:** Elizabeth Say, Interim Provost  
Sheila Grant, AVP for Faculty Affairs  
John Yudleson, CFA/CSUCI Chapter President

**Subject:** Joint CFA/CSUCI Campus Agreements to Mitigate Negative Impacts of COVID-19

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Thank you for all that each of you have been doing to ensure we continue in the path of Student Success during this COVID-19 crisis. We have been working jointly with the California Faculty Association to add additional flexibility to deadlines for faculty this semester and to adjust other policies to help mitigate the negative impact of COVID-19 on faculty and the campus community. The following items also reflect recommendations from the CSUCI Academic Senate, including in Senate Resolution (SR) 19-02, SR 19-03 and SR 19-04.

### **COVID-19 Memo to be Added to Faculty Members' WPAF:**

The Academic Senate of the CSU (ASCSU) Resolution 3418-20 recommends "that all CSU Campus Provosts, or appropriate administrator, place a letter in every faculty member's PAF that provides the context for understanding the circumstances surrounding the periods including spring 2020, summer 2020, and potentially fall 2020; either semesters or quarters. Said letter would be for ALL faculty, because teaching, research and service are being affected during these periods."

In line with this recommendation and in partnership with the CFA Channel Islands Chapter, this Memo addressing all of the issues below will be added to each faculty member's PAF upon return to physical campus.

### **Student Ratings of Teaching (SRT):**

The CSUCI Academic Senate has passed SR 19-04 which resolves "that faculty be permitted without prejudice to choose to permanently exclude Spring 2020 student ratings of teaching (SRT) from their Personnel Action Files (PAF) after seeing the evaluations, and on a course-by-course basis." As such, we agreed that faculty, after reviewing, may choose to remove Spring 2020 SRTs from their PAFs.

For tenure-line faculty the request to remove these Spring 2020 SRTs from their PAFs must be submitted *before* the beginning of the next 2020-2021 RTP cycle and no later than September 11, 2020. For lecturer faculty, the request shall be submitted *before* the beginning of the 2020-2021

evaluation period and no later than January 29, 2021. All SRTs for faculty who do not submit a request per the above deadline will remain in faculty PAFs following regular protocol.

An Email Request sent to Faculty Affairs at [academicpersonnel@csuci.edu](mailto:academicpersonnel@csuci.edu) with subject line "SRT EXCLUSION" will suffice. As an alternative to email, you may choose to submit your request via Qualtrics. A unique link will be sent to each faculty member shortly.

**Request for Tenure Clock extensions due to the COVID-19 crisis:** Article 13 of the CBA allows faculty to request an extension to the tenure clock due to exceptional circumstances. The COVID-19 disruption may be considered an exceptional circumstance. In light of such disruptions, and in line with the recommendation of CSUCI Academic Senate Resolution 19-03, all current probationary (tenure-track) faculty members who will continue in probationary status in 2020-2021 are eligible for a one-time, one-year long extension of their probationary period due to the impact of COVID-19. Requesting the extension of time for tenure and promotion shall not negatively impact the faculty member. Thus, if the faculty member considers themselves ready for tenure and/or promotion at the time for which they were originally scheduled (i.e. without the one-year extension of time), they can rescind their RTP extension request prior to the WPAF file submission deadline and apply for tenure and promotion at their original, pre-extension time.

Additional details will be available in a separate document. The Tenure Clock Extension Request form will also be forthcoming.

**Peer Observation of Teaching:** With the campus transition to virtual modalities of instruction, we understand that peer observations this semester may not be an accurate reflection of faculty performance. In accordance with SR 19-03, all faculty members will have the option to exclude any peer observations conducted in the 2019-2020 Academic Year from any future performance reviews or periodical evaluations (Lecturer evaluations and RTP). Faculty choosing to exclude such peer observations need only send an Email Request to the General Email for Faculty Affairs [[academicpersonnel@csuci.edu](mailto:academicpersonnel@csuci.edu)] with subject line "PEER OBSERVATION EXCLUSION."

For tenure-line faculty the request to remove these Peer Observations from their PAFs must be submitted *before* the beginning of the next 2020-2021 RTP cycle and no later than September 11, 2020. For lecturer faculty, the request shall be submitted *before* the beginning of the 2020-2021 evaluation period and no later than January 29, 2021.

**Retention, Tenure and Promotion Reviews:** We will be continuing with the deadlines established in SP 15-15 or SP 17-08 and have agreed that the Provost's letter will be sent to their CSUCI email address, and the President's Letter will be emailed *and* sent to their home address. The 10 day right to respond will apply from the date each letter is emailed to the faculty member. The letters will be added to each faculty member's PAF upon return to physical campus.

**Post Tenure Reviews:** Considering the disruption, we recommend that post tenure reviews scheduled for Spring 2020 be postponed until next Academic Year. In cases where the review had been completed prior to the COVID-19 crisis the PTR will be placed in the PAF.

#### **Evaluations of One year and Three-Year Temporary Appointments:**

Lecturers whose evaluation files *have* been completed at the Program level (as applicable, by the Program Committee and/or Program Chair) by June 5<sup>th</sup>, 2020 may continue in accordance with revised Spring 2020 Lecturer Evaluation timelines. These Lecturer evaluations will be given the requisite ten-day rebuttal period, will continue to the appropriate administrator and will be due to Lecturer faculty no later than June 30, 2020.\*

**Evaluations of One-Year Temporary Appointments:** Lecturer faculty up for renewal of a one-year appointment whose evaluation files *have not* been completed at the Program level by June 5<sup>th</sup>, 2020 will have their Spring 2020 evaluation *suspended* and be given their entitled contract. Additional details will be forthcoming in a separate document.

#### **Evaluations of Three-Year Temporary Appointments**

Lecturer faculty up for an initial three-year appointment, or a three-year renewal, whose evaluation files *have not* been completed at the Program level by June 5<sup>th</sup>, 2020 will have their Spring 2020 evaluation *suspended* and be given their entitled contract, *unless* there are documented concerns prior to the COVID-19 move to virtual instruction.



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If there is an unsatisfactory rating prior to the COVID-19 move to virtual instruction, or unrelated to the COVID-19 disruption, lecturers shall receive a *postponement* of their evaluation and be granted a *provisional* three-year appointment. The three-year appointment shall be provisional subject to the completion of a satisfactory evaluation in the 2020-2021 Academic Year. Additional details will be forthcoming in a separate document.

\*Lecturer evaluations that *have* completed the Program Level review by June 5<sup>th</sup> may also be suspended *if* the final review is not completed by June 30<sup>th</sup> and/or the appropriate administrator determines beforehand that completing such evaluations by June 30<sup>th</sup> is not safe or feasible given COVID-19's impacts on CSUCI and the Spring 2020 evaluation process.

Thank you all for the important work that you continue to do for our campus and students. We appreciate each of you.

**Elizabeth A. Say, Interim Provost**

**Sheila Grant, AVP for Faculty Affairs**

**John Yudelson, Chapter President, CFA Channel Islands**