

MEMORANDUM

Date: October 13, 2020
To: CSUDH Faculty
Subject: Statement on COVID-19 Impact on RTP/Evaluation Processes

Dear CSUDH Faculty,

We hope this email finds you and your loved ones staying well. As the impact of the COVID-19 pandemic continues to be experienced in the CSUDH community and throughout higher education, we wish to affirm CSUDH's commitment to your professional success. As has been messaged consistently since last March, including in RTP workshops for both faculty and reviewers, CSUDH is committed to responding in a humane manner that recognizes and respects the challenges that you have faced and continue to encounter.

In light of the September 30 Academic Senate discussion of proposed resolution Faculty Policy Committee 20-14 and the subsequent email that was sent to faculty that evening, we offer some clarifications and suggestions.

1. If faculty currently in the RTP full review cycles did not discuss COVID-19 impacts on teaching, scholarly/creative activities, and/or service in their SIFs/narratives and or feel that a review level did not take COVID-19 related circumstances beyond their control in their evaluations, they may use the rebuttal process to do so. Faculty cannot add "addenda" to their WPAF once submitted. For files that have not yet been submitted (Abbreviated Reviews and Lecturer Evaluations), faculty are encouraged to discuss these impacts in the narratives they submit and, where appropriate, include supporting documentation. Please note that documentation is not submitted with Abbreviated Reviews.
2. Departments and programs should develop addenda addressing COVID-19 impact to their approved RTP standards/criteria for tenure-track faculty as well as to their criteria for lecturer evaluation. Formal RTP addenda will need to follow the existing policies and procedures for approval of RTP standards. These discussions should begin in the department with all probationary and tenured faculty; tenured faculty have the responsibility of developing the revised standards, which are then submitted to the Dean for approval. Once the Dean approves the revised standards, they move to Faculty Affairs and Development and then to the Provost for final approval. These revised standards would be available for adoption by the faculty member for the 2021-

2022 review cycle following final approval and posting by the Office of Faculty Affairs and Development.

3. Any new AA/PM policies regarding RTP will apply to the 2021-2022 RTP cycle.

Again, we wish to communicate the values that Provost Spagna, the Deans, the Office of Faculty Affairs and Development, and the Academic Senate Executive Committee all share: that, in light of the extraordinary circumstances presented by the COVID-19 pandemic, all levels of faculty performance review approach these evaluations humanely and holistically.

Thank you all for the exceptional work you continue to do in these extraordinary circumstances.

Cheryl Koos,
Associate Vice President for Faculty Affairs and Development

Laura Talamante,
Chair, Academic Senate
Chair and Professor of History