

COVID-19 University-Level Rider Spring 2021 Revision

Note: This rider applies to all current full-time faculty except those in the Schools of Law and Medicine. These faculty should refer to their school specific RPT Policies/Bylaws.

The COVID-19 pandemic has significantly impacted the work and personal lives of Quinnipiac faculty. In Spring 2020, the Faculty Senate approved a COVID-19 Rider that: 1) approved the choice for faculty to omit Spring 2020 student course evaluations and 2) approved an optional one-year delay of review, promotion, and/or tenure (RPT). These modifications to the RPT process remain in effect. However, the continuing impact of the pandemic on teaching, service, and scholarship/creative/professional development necessitates additional adjustments to the RPT process.

This document preserves the changes approved in Spring 2020 and adds further recommendations to address the ongoing effects of the pandemic on faculty.

One-Year Extension of Scheduled Reviews – PRESERVED FROM SP2020

Full-time faculty scheduled for review have the option to claim a one-year extension for the submission of RPT materials. Unless claimed, all full-time faculty will continue with their normal review schedule. If claimed, all subsequent reviews will also be extended by one year. Tenure-track faculty should refer to the *Faculty Handbook* language in section VII-7 “Early Tenure” in the event a faculty member claims a one-year extension but later decides they do not need to extend their tenure review by one year.

This extension policy:

- Applies to all clinical, teaching, and tenure-track faculty who are still in the RPT track
- Includes the following levels of RPT review: 2nd year review, 4th year review, 6th year review, tenure and promotion to Associate Professor, and 5-year reappointment review

This extension can be claimed one time – EITHER as:

- A one-year delay for a faculty member’s next scheduled review OR
- A one-year delay for a subsequent required review.

Faculty shall submit the extension form (see Appendix A) via email to the Associate Provost for Faculty Affairs and to their Chair and Dean at least 30 days prior to the RPT submission deadline published in the latest version of the *Faculty Handbook*. No further justification or documentation for the extension is required. No negative inference shall be drawn from claiming an extension.

Student Course Evaluations

Spring and Fall 2020 Course Evaluations – ADDED SP2021

Inclusion of Spring 2020 and Fall 2020 course evaluations in the RPT process will be optional. Faculty retain discretion to include them, but no negative inference shall be drawn from the omission of course evaluations from those semesters.

Also, DECs and C/SECs are reminded that student course evaluations are just one of several criteria used to evaluate teaching. The *Faculty Handbook* states:

Excellent performance of teaching is evaluated by observation of the faculty member’s classes; by analysis of student course evaluations recorded by a departmentally approved procedure, syllabi, examinations, student research projects or papers, grading practices, reports, and written materials related to the faculty member’s courses; by assessment of the faculty member’s currency in his/her field; by assessment of the faculty member’s availability to students; and, where required, by evidence of his or her maintenance of professional certification or licensure (2020-2021, p. 13, 21, 28).

Thus, review committees and Deans should always resist the temptation to focus exclusively on one form of evaluation like student course evaluations and, instead, approach the process holistically, giving careful consideration to each form of documentation required of the candidate and striving to arrive at a balanced view of a candidate’s teaching effectiveness. This is particularly important when evaluating semesters impacted by the pandemic.

Recommendations for Candidates – ADDED SP2021

Candidates should clearly explain the pandemic's impact on their teaching, service, and scholarship/creative/professional development in their Executive Summary and point to specific supporting evidence in their electronic file. Candidates should use the narrative to put their work into context, detailing how they were affected by/responded to pandemic-related challenges.

Recommendations for DECs, C/SECs, and Deans – ADDED SP2021

DECs, C/SECs, and Deans should consider how the unique circumstances of each pandemic-impacted semester affected the candidate's performance. If the candidate's department/discipline faced particular challenges, those details should be included in the body of the DEC letter, either in a specific section or under each area of evaluation. This is the opportunity to address field-specific issues that emerged as a result of the pandemic. As always, when areas for improvement are identified, committees should note the support and/or mentoring they recommend for the faculty member.

This COVID-19 Rider supersedes all current language with regard to review, promotion, and tenure processes within the *Faculty Handbook* and school/college guidelines. This extension can be claimed one time only.

Appendix A

To: Khalilah Brown-Dean, Associate Provost for Faculty Affairs

From: **Faculty Name**

Re: COVID-19 one-year delay to RPT schedule

Date: **XXXX**

Per the COVID-19 University-Level Rider, I opt to postpone my scheduled review for one year.

My (**circle one: second year, fourth year, tenure and promotion to associate, 6th year, 5-year reappointment**) was originally scheduled for academic year **202X-2X**. It will now be delayed one year and will be conducted during academic year **202X-2X**. Per the appendices in the current version of the *Faculty Handbook*, my new deadline to submit my materials will be **DATE**.

Cc: Chair/Program Director and Dean