

Approved: 5/9/2020

Ad Hoc Academic Continuity Committee:  
Recommendation Concerning Full-Time Non-Tenure Track Faculty  
Personnel Actions in the Event of Campus Disruption

1. The Ad Hoc Academic Continuity Committee has considered the impact on full-time non-tenure track (FTNTT) faculty personnel actions for the evaluation cycles during and subsequent to the disruption caused by the COVID-19 pandemic. With a focus on issues critical to the continued academic progress of our students and the success of our faculty, the committee is especially concerned about faculty portfolios and reviewers' assessments of those portfolios during this unprecedented disruption of normal operations at the university and around the world.
2. Given the foregoing, the Ad Hoc Academic Continuity Committee recommends the following concerning FTNTT personnel actions (i.e., all performance reviews, applications for promotion in rank) for FTNTT faculty members during and subsequent to the campus disruption that was caused by the COVID-19 pandemic:
  - A. The criteria for FTNTT performance reviews and promotions in rank are established in the faculty handbooks of each academic unit and, as such, provide the basis for the assessment for all such reviews. Additional information concerning performance and promotion reviews, and documentation requirements are included in the applicable *Collective Bargaining Agreement* and the guidelines issued annually by the Provost's Office.
  - B. The COVID-19 pandemic has presented a unique set of challenges for FTNTT faculty members. For those FTNTT faculty members who are appointed in the Instructional Track, these challenges may manifest in candidates' portfolios in various ways including but not limited to (i) difficulty in adapting traditional face-to-face courses to remote teaching; (ii) limited data from Student Surveys of Instruction (SSIs); (iii) limited opportunities for peer review of teaching; (iv) limited clinical, student teaching or other sites available for student placement; and (v) fewer opportunities for professional development. FTNTT faculty members who are appointed in the Research, Clinical and Practitioner Tracks may have faced different kinds of challenges that are unique to their specific roles and responsibilities such as (i) lab, clinic or library closure; (ii) changes to funding opportunities; (iii) fewer patients/clients visiting a facility; or (iv) fewer opportunities for collaboration outside the university .

- C. To the extent that these challenges may have had an impact on FTNTT faculty members and to the extent that faculty members mention such challenges in their portfolios, reviewers must consider this information in accordance with the criteria established by each academic unit's faculty handbook. Other factors worthy of consideration include but are not limited to (i) the number of unique course preparations; (ii) the number of students per class and total number of students taught per semester and (iii) other workload assignments in addition to teaching, if applicable.
  - D. Faculty members who have been impacted by the COVID-19 pandemic should communicate regularly and openly with their academic administrators about any challenges they have experienced and how documentation and reflection on those challenges might be included in faculty members' portfolios.
3. Given the unique challenges created by the COVID-19 pandemic and its potential impact on FTNTT faculty personnel actions, the Ad Hoc Academic Continuity Committee recommends that this document be included in the guidelines issued annually by the Office of the Provost for as long as it is relevant to FTNTT performance review and promotion processes.