

March 23, 2020

Colleagues,

While much of the discussion within Academic Affairs thus far has surrounded the student experience, I want you to know that your dedication and efforts are noticed and appreciated. I am aware that many of you, especially those on the tenure track, are understandably concerned about the ramifications of this semester on your research and pedagogy. With that in mind, I want to share some changes in procedures that will affect you.

Syllabi

Because courses have likely undergone changes due to moving online, units will collect revised syllabi at the end of the Spring 2020 semester.

Student Course Evaluations

Student course evaluations for Spring 2020 will be conducted in an online format. All full and part-time faculty will collect student course evaluations following the requirements of the academic unit.

All Spring 2020 course evaluations will be set apart by special notation, denoting a unique semester. Faculty members will have the ability to choose whether Spring 2020 evaluations are to count for personnel evaluations, including application for promotion and/or tenure.

Blue online course evaluation staff will communicate with academic units to determine if programs not yet using Blue should make the immediate shift to Blue or conduct online evaluations through other means.

Annual Faculty Evaluations

Annual evaluations will proceed according to standard schedules, following the requirements of the academic unit. Academic unit heads will work with faculty who request extended timeframes. Academic unit heads will take into account the exceptional nature of Spring 2020, and they will work with faculty to adjust expectations and procedures as warranted.

Tenure Clock

We recognize the disruption to faculty's teaching, research, and service over the coming months. Tenure-track faculty may choose a one-year suspension of their tenure clock, or they may choose to follow their original tenure and promotion timeline, with no penalty in either case. Faculty must notify their academic unit head and dean of their decision by September 1, 2020.

Thank you,

Heather Coltman, D.M.A.