



CALIFORNIA STATE UNIVERSITY, LONG BEACH

DIVISION OF ACADEMIC AFFAIRS OFFICE OF THE PROVOST

August 19, 2021

Dear Colleague,

The COVID-19 pandemic is profoundly affecting faculty work across all areas of evaluation in which faculty members do engage (instruction and instructionally-related activities) or may engage (scholarly and creative activities and service). Therefore, it is paramount that we consider the effect of the pandemic when evaluating faculty members.

Probationary faculty members have been given the opportunity of extending their tenure clock for one year. In recognition of the impact of transitioning courses from face-to-face to Alternative Modes of Instruction in Spring 2020, the CFA and CSULB agreed that student evaluations summaries from that semester need not be included in the personnel evaluation process although a candidate may choose to include them in their file. In addition, professional development was offered in Summer 2020, in January 2021, and in Summer 2021 to support faculty members increasing their teaching effectiveness in a remote environment.

Candidates will be provided with an opportunity to include a *COVID-19 Impact Statement* in their file which will provide the reviewers with context for how the candidate's work was affected by the pandemic.

While reviewers of files must adhere to the department, college and university policies, they are being asked to consider the circumstances in making recommendations for candidates whose period under review occurred during the pandemic.

This memo shall be placed in the Personnel Action File of faculty members employed during the Spring semester 2020, Fall semester 2020, Spring semester 2021, and/or Fall semester 2021 to help memorialize the unique circumstances of the COVID-19 pandemic and to remind future reviewers of those circumstances. Finally, I wish to thank the faculty for their commitment and hard work in continuing to support our students during this unprecedented time.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Gunn".

Karen Scissum Gunn, Ph.D.
Provost and Senior Vice President for Academic Affairs

cc: Personnel Action File