



To: Deans, Faculty Directors, Department Chairs
Subject: MOU on Spring 2020 Faculty Evaluations
CC: Michael Shanahan, Patricia Stark, Cornelia Alsheimer, Deans, Deans' Administrative Assistants

Dear Colleagues,

Given the recent transition to online instruction and support, we need to make adjustments to our normal evaluation timelines. Some evaluations may still be completed this semester, while others will need to be postponed until Fall 2020.

This communication serves as a Memorandum of Understanding outlining the suspension of the standard timeline for frequency of evaluations that is outlined in AP 7151 "Faculty Evaluation."

Please read the information below and share it with all Spring 2020 evaluatees and evaluators in your department.

The following guidelines apply to all faculty, and details are outlined below.

Evaluations That **Will Move Forward**

Evaluations for full-time and part-time faculty can continue if:

- A. The faculty member was originally assigned to face-to-face classes or work assignments and the scheduled observations and student survey elements for these face-to-face sections or work assignments were completed by Friday, March 13, 2020, OR
- B. The faculty member was originally scheduled to teach or work fully online and there has been no change in modality

Evaluations That **Can Move Forward (Contingent Upon Evaluatee's Preference)**

The Spring 2020 evaluation can move forward if the faculty member was originally scheduled to teach or work face-to-face, the majority of observations and student surveys had been completed by Friday, March 13, 2020, and the faculty member prefers to be evaluated for the remaining classes or assignments in the newly offered online format in order to complete the evaluation cycle as scheduled.

The agreement must include the dean, committee chair, and evaluatee. It must be documented in an email or other written record to the dean and dean's assistant. The written record must include:

- A. a clear statement that the agreement is voluntary, and

B. details of the evaluation plan.

Final Committee Meeting

For evaluations that will continue as scheduled, committees will meet remotely.

Evaluations That Will Be Postponed

Evaluations that do not fit one of the exceptions above shall be postponed and conducted in Fall 2020 or the next semester that the faculty member has a teaching or work assignment.



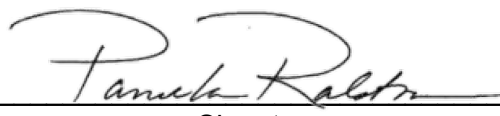

Guidelines for Probationary Faculty Evaluations That Were Postponed

For probationary faculty whose Spring 2020 evaluation had to be postponed, the Spring 2020 evaluation will be moved to Fall 2020. Any regularly scheduled Fall 2020 evaluation will be moved to Spring 2021.

Communication

If the evaluatee has any questions or concerns about the procedures outlined above, the faculty member may consult with the Academic Senate President or Faculty Association President.

Communication for the procedures outlined above shall be made through the usual processes from deans to department chairs and with evaluation committee chairs.

Cornelia Asheimer	 <small>Cornelia Asheimer-Barthel (Mar 18, 2020)</small>	3/18/2020
President of Faculty Association	Signature	Date
Patricia Stark	 <small>Patricia Stark (Mar 18, 2020)</small>	3/18/2020
President of Academic Senate	Signature	Date
Dr. Pamela Ralston	 <small>Pamela Ralston</small>	3/18/2020
Executive Vice President, Ed. Programs	Signature	Date
Michael Shanahan	 <small>Michael Shanahan</small>	3/18/2020
Vice President of Human Resources	Signature	Date