

In order to help support our faculty during the COVID-19 pandemic, and with the agreement of faculty committees, deans, chairs/heads, and approval of the President and the Provost, the Office of the Provost/Faculty Affairs will be implementing the following changes:

**Probationary Period Extension.** All tenure-track faculty will be granted a one-year automatic extension of their probationary period. While NDSU supports the use of this extension, faculty have the option at any time to return to the original schedule of review. Probationary faculty who will apply for tenure in the upcoming academic year, must notify their department chair by August 1, 2020 to opt out of the extension.

- Submitting portfolio for third year review on schedule will not be considered returning to the original schedule of review for tenure.
- This one-year automatic extension is in addition to the probationary period extensions allowed in NDSU Policy 352.3.6.
- This one-year automatic extension does not apply to faculty whose portfolio has been already submitted for tenure review in the 2019-2020 academic year.

Associate professors, including professors of practice and research professors, will be granted one-year extension to the maximum time in that rank as stated in Policy 352.3.3. For promotion to the rank of full professor they may choose to be evaluated by the criteria in effect at the time of the previous promotion, if the application is made within nine years of their previous promotion. This extension applies also to faculty who are promoted to associate professor rank in spring 2020.

**Student Rating of Instruction.** Course evaluations for spring 2020 courses will be conducted as planned. Students will complete course evaluations online. However, assistant and associate professors, including professors of practice, will determine whether to include those evaluations in their portfolio for third-year, promotion, and tenure reviews. All faculty, including lecturers and senior lecturers, will determine whether to include spring 2020 course evaluations in their annual activity report. Faculty will not be judged on whether they choose or not choose to include course evaluations in their activity report or portfolio. Consistent with NDSU Policy 352 and Policy 332, faculty and reviewers will be reminded to utilize a holistic approach that triangulates the measurement of teaching effectiveness.

**Developmental Leave.** Faculty who are currently on developmental leave are eligible to request another developmental leave if their plans have been severely impacted. Minimum time requirement between consecutive developmental leaves per NDSU Policy 132 has been waived for impacted faculty. Faculty will follow the process in NDSU Policy 132 to request developmental leave.

**Annual Reviews.** Deans have committed to work with department chairs/heads to simplify and streamline the process for annual reviews underway for faculty in their college.

**Internal/External Letters of Evaluation of Faculty Work.** Reviewers of annual activity reports, and third year, promotion, and tenure portfolios are instructed to take into account exceptional circumstances occurring in spring 2020. The following statement will be added to the sample request for external letter of evaluation in the Guidelines for Promotion and Tenure Portfolio:

- *The coronavirus (COVID-19) pandemic in 2020 created extraordinary circumstances that may have seriously impacted faculty productivity. We ask that in your appraisal, you take into account the extraordinary circumstances in your review of Professor \_\_\_\_\_'s contributions.*

If you have any questions or concerns regarding these changes for faculty promotion, tenure, and evaluation, please contact Vice Provost for Faculty Affairs and Equity Canan Bilen-Green (canan.bilen.green@ndsu.edu).

April 8, 2020