

## Guidance for Managing the 2020-2021 RPT Process/Dossier due to COVID-19 Challenges

### TEACHING AND MENTORING OF UNDERGRADUATE AND GRADUATE STUDENTS (Section II of Dossier)

#### Teaching Effectiveness

##### -ClassEval report:

ClassEval will be modified for the Spring 2020 semester and for courses in the Summer 2020 semester that had to transition quickly from face-to-face to remote instruction. Results from these student course evaluations will be provided to instructors and department heads but will not be included in the ClassEval reports that are generated for inclusion in reappointment, promotion and tenure dossiers. Thus, DVFs and CRPTCs should not expect to see student course evaluations in dossiers from any Spring 2020 courses or from Summer 2020 courses that were converted quickly for remote instruction.

Faculty members who wish to include ClassEval data from Spring 2020 or Summer 2020 that were excluded from the official ClassEval report, as described above, may include summaries of those data under “Instructional Development” (Section II.B) as described below.

##### -Peer evaluations of teaching:

Peer teaching evaluations scheduled to occur in the Spring 2020 semester may have been disrupted. As with all cases of dossiers not containing the required number of peer evaluations, the candidate will not be penalized and the dossier will not be sent back as long as there is an explanation for it. The Department Head should include a brief explanation in his/her assessment.

Instructional Development – Highlight innovations and new developments in courses, curricula, and programs:

Faculty may wish to describe curricular innovations and approaches they took in the classroom to address student outcomes during the COVID-19 transition to online courses. These descriptions may be augmented with summaries of student feedback collected via ClassEval, but this is not required.

### EXTERNAL EVALUATIONS (Section VII of Dossier)

Department Heads may encounter challenges obtaining external letters of evaluations this summer and early fall. Although the aim is to obtain five external letters for a candidate's promotion or tenure dossier, we have always permitted fewer than five (see section 5.4.2 of [the Consultation REG](#)). We do require that when a department head cannot, despite good efforts, obtain five evaluations, he or she must explain the reason that fewer than five evaluations were received.

### DEPARTMENTAL ASSESSMENT AND RECOMMENDATION (Section VIII of Dossier)

Please continue to follow department, college and university PRRs on requirements for Departmental Voting Faculty (DVF) deliberations and votes. Google Hangout and Zoom are acceptable formats to use for confidential meetings like DVF or other committee votes. If you are concerned that confidentiality could be violated during technology-mediated deliberations, you may want to introduce good practices like reminding attendees of the call's confidential nature, the expectation that no outside parties are privy to the conversation, and that call recordings and screen captures are expressly prohibited. In a tool like Zoom, you can paste a confidentiality statement in the chat window, have participants respond in agreement, and download a copy of the chat window at the end of the call for your records. Learn more about using the features of Zoom at [go.ncsu.edu/delta-zoom](http://go.ncsu.edu/delta-zoom).

#### Additional Resources:

[Memo from Provost Arden – Guidance on Issues of Faculty Evaluation](#) [PDF] – 3.24.20  
[COVID-19 Automatic Tenure Clock Extensions](#)