

**MEMORANDUM**

**TO:** College Deans  
Associate Deans for Academic Affairs  
Department Heads

**FROM:** Warwick A. Arden, Executive Vice Chancellor and Provost   
Katharine E. Stewart, Vice Provost for Faculty Affairs

**SUBJECT:** Reappointment, Promotion and Tenure Considerations during COVID-19

**DATE:** September 8, 2020

As departmental faculty begin the 2020-21 reappointment, promotion and tenure (RPT) process, we offer the following considerations to help you facilitate robust and fair evaluations in recognition of the effects of the pandemic. Please share this information with your DVF members and faculty candidates.

**Teaching effectiveness**

The evidence of teaching effectiveness (Section II.A) that RPT candidates present this year may look different than normal. Spring and Summer 2020 ClassEval reports are not automatically included in candidate dossiers, and planned peer evaluations may have been disrupted. The evaluation process should not disadvantage candidates because of these effects. RPT candidates [have been encouraged](#) to highlight innovations and new developments in courses, curricula and programs in Section II.B of their dossiers. When evaluating performance in the teaching realm of a candidate whose efforts have been disrupted by COVID-19, the candidate's reflections and evidence of growth and learning through these innovations may be important considerations for departmental faculty and other evaluators.

**Productivity in other realms of responsibility**

COVID-19 may have changed, slowed or suspended the research and extension/engagement activities for some faculty or cancelled scientific meetings, extension programs or juried competitions. Review times for some journals or funders may also have been affected. It is important that departments with quantified expectations for productivity in realms such as scholarship, extension/engagement or creative artistry recognize and account for the atypical circumstances of the pandemic as they evaluate candidates' productivity in 2020.

**Disproportionate effects on faculty**

COVID-19 has been disproportionately disruptive to individuals with caregiving and other family responsibilities, often women and underrepresented minorities (see Viglione in [Nature](#) and Cui, Ding and Zhu in [SSRN](#)). Departmental faculty and other evaluators are encouraged to consider these issues as they evaluate candidates' performance relative to their departmental standards.

**Tenure Clock Extensions**

Faculty are being given the option to request [COVID-related extensions](#) of their reappointment and/or tenure clocks. Members of DVFs and CRPTCs are reminded that the extra time provided by extensions of the tenure clock, regardless of reason, should not be viewed in a manner that is harmful to the faculty candidate. Tenure clock extensions are approved by the Provost to recognize significant disruptions in

faculty work and therefore should never lead to an expectation from reviewers that “more should have been accomplished” by the faculty member given the extra year(s) in the probationary appointment.

### **Departmental Voting Faculty (DVF) membership**

Please recall that, per recent changes to Sections 9.1.2 and 10.2.1 of the [Professional Faculty regulation](#), the DVF for initial contract, contract renewal and promotion of professional faculty now includes appropriate professional faculty as well as the tenured and tenure-track faculty who've always been part of these DVFs. Please be especially careful to ensure you are including all eligible members of the DVF in your various appointment and promotion processes. We developed this [graphic](#) of example DVFs and are working to ensure that the appropriate faculty have access in RPT Online to dossiers for professional faculty promotions. All questions related to RPT Online should be submitted through the “Email Help” prompt at the bottom of each RPT Online screen.

### **Personnel Discussions / DVF Deliberations using Technology**

Please continue to follow department, college and university PRRs on requirements for 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). More details about using other polling tools may be found in [this document](#) prepared by the Office of Faculty Development.

Thank you for your continued efforts to facilitate and recognize faculty excellence. Contact Vice Provost Katharine Stewart ([kestewa4@ncsu.edu](mailto:kestewa4@ncsu.edu)) with any questions.

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