

**MEMORANDUM**

**TO:** 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:** COVID Impact Statements

**DATE:** October 23, 2020

In our [September 9, 2020 memo](#), we offered guidance to help you facilitate robust and fair evaluation processes in recognition of the effects of the pandemic. In cooperation with the Faculty Senate Personnel Policy Committee, we have now created additional guidance for the development and use of [COVID Impact Statements](#).

Impact Statements give faculty the opportunity to describe to evaluators the effects of the pandemic on the mix or balance of their work activities and the types of work outcomes that they were able to achieve. Faculty may develop COVID Impact Statements to include in reappointment, promotion and tenure (RPT), post-tenure review (PTR) and/or annual review materials. Departmental and college evaluators, for their part, must also be ready to review and consider these statements. This will require intentional, inclusive work to identify how the pandemic has affected, and will continue to affect, disciplines, standards and expectations. We have created a set of [frequently-asked questions](#) on impact statements to guide departments and colleges through some of the questions they might consider together.

**Use of Impact Statements in RPT process**

Beginning in AY 2021-2022 and for the foreseeable future, faculty undergoing the RPT process will have the option to develop and include COVID Impact Statements in their dossiers. ***It is important to remember that faculty under review in the current (2020-2021) reappointment, promotion and tenure cycle did not have an opportunity to include such statements in their dossiers.*** Therefore, evaluators during the current RPT cycle should remain conscientious of the variable effects the pandemic may have had on each candidate and the evidence provided regarding standards met and work conducted in their realms of responsibility.

**Use of Impact Statements in PTR and annual review processes**

Faculty undergoing post-tenure review in AY 2020-2021 may begin submitting COVID Impact Statements as part of their optional candidate statement. Departments should also determine and communicate how faculty can address COVID impacts in AY 2020-2021 annual review materials.

We anticipate that COVID Impact Statements will be needed and allowable for the next several years. We assure you that the university community will be given ample notice — no less than two full academic years — before COVID Impact Statements are phased out.

Thank you for your continued efforts to support our extraordinary faculty. Contact Vice Provost Katharine Stewart ([kestewa4@ncsu.edu](mailto:kestewa4@ncsu.edu)) with any questions.

cc: W. Randolph Woodson, Chancellor  
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