


MEMORANDUM

TO: College Deans
Associate Deans for Academic Affairs
Department Heads

FROM: Warwick A. Arden
Executive Vice Chancellor and Provost 

SUBJECT: Guide for Conversations about Faculty Evaluation

DATE: April 27, 2021

As the spring semester fastly approaches its end, I continue to be reminded of the outstanding work and dedication of the NC State faculty community. To honor such efforts and recognize recent challenges, we have put support structures in place such as the addition of an optional [Impact Statement](#) in faculty evaluation and the automatic approval of [tenure clock extensions](#) until June 2023. As departments enter the time of year when many are engaged in [annual reviews](#) or [Post Tenure Reviews](#) (PTR), or preparing for a new Reappointment, Promotion and Tenure (RPT) cycle, we want to encourage department heads to engage in productive conversations with their faculty about these evaluative processes, the impact of the pandemic on faculty work, and the purposeful use of existing resources to continue to support faculty.

With feedback from a few department heads and members of the Department Head Advisory Committee, Senior Vice Provost Katharine Stewart and Interim Associate Vice Provost Paola Sztajn have created [a guide](#) for initiating these important conversations about faculty evaluation in the context of the pandemic. The guide focuses on the impacts of COVID-19 on academia and its uneven effect on faculty lives, workloads and productivity, and it provides a way for departmental faculty to think more specifically about how the pandemic is affecting them, their departmental colleagues and their discipline. These conversations are key for the success of our faculty and the retention of talent at NC State. As you prepare to engage in conversation with members of your departments, Departmental Voting Faculties (DVs) and individual faculty preparing for various evaluations such as annual review, contract renewal, RPT or PTR, we hope you find this guide helpful if you choose to use it.

As you use the questions proposed in the guide to foster conversations, please provide Drs. Stewart and Sztajn with feedback on how they can improve the document. Our goal is to continue to improve the support we offer faculty, DVs and department heads during these unique times.

cc: Katharine E. Stewart, Senior Vice Provost for Faculty and Academic Affairs
Paola Sztajn, Interim Associate Vice Provost for Academic Personnel and Policy