

Guidance for Managing the 2021-2022 RPT Process/Dossier

COVID IMPACT STATEMENT (Section I.C. of the Dossier)

NC State's creative and dedicated faculty have made profound adjustments to their work as a result of the COVID-19 pandemic. Upon consultation with the Faculty Senate Personnel Policy Committee, Provost Arden is offering faculty members the option to develop a COVID Impact Statement, which can be added to the materials prepared for the reappointment, promotion and tenure (RPT) process (beginning with AY 2021-22 cycle) to help ensure that their efforts can be recognized. ***Please note that impact statements are not required.***

To include a COVID Impact Statement in a RPT dossier: The COVID Impact Statement, where used, will be part of the optional candidate statement in RPT and PTR dossiers. The two-page limit for section I.C. of the RPT dossier has been increased, permitting a maximum of three pages. Faculty may choose to present a COVID Impact Statement as a discrete one-page addition to their candidate statement, or they may choose to integrate information about the impact of COVID throughout a three-page candidate statement. If integrating across a three-page statement, faculty should ensure that COVID impacts are clearly and explicitly presented to address the intent of this opportunity. **For more information on COVID Impact Statements, including a set of Frequently Asked Questions, please click [here](#).**

The Provost's Office encourages departmental faculty to discuss the impact of the pandemic on their discipline and the faculty in their department **prior to reviewing RPT dossiers in the fall**. We recently provided guidance to departments to support these conversations. More information may be found [here](#).

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

Teaching Effectiveness

-ClassEval report:

ClassEval was modified for the Spring 2020, Summer 2020, Fall 2020, and Spring 2021 semesters. Results from these student course evaluations have been 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 the ClassEval section (Section II.A.2.a.) of RPT dossiers from these courses.

Faculty members who wish to include ClassEval data from courses 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 Spring 2020 or in academic year 2020-21 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 are encouraged to describe any curricular innovations and new approaches they took in the classroom to address student outcomes during pandemic-affected semesters. These descriptions may be augmented with summaries of student comments or feedback collected via ClassEval, but including student comments is not required.

EXTERNAL EVALUATIONS (Section VII of Dossier)

There is a new template option for requesting external evaluations for RPT candidates in AY21-22 available on [our website](#). The faculty affairs team created this new external evaluation template in response to concerns that many department heads raised in previous years about the need for a template that was more flexible for use with professional faculty candidates and for candidates whose SFRs emphasized realms of responsibility more than scholarship. The new template also addresses tenure clock extensions and our optional pandemic-related impact statements. In the 2021-22 RPT cycle, department heads have the option of using EITHER the traditional template or the revised template for requesting your external letters. **It is important that department heads choose which template they plan to use and then use that template for ALL of their department's candidates who are going up for review in the 21-22 cycle.**

Additional Resources:

- [Memo from Provost Arden - Guide for Conversations about Faculty Evaluation \[PDF\] - 4.27.21](#)
- [Attachment to 4.27.21 Memo: Guide for Conversations with Faculty \[Google Doc\]](#)
- [Update from Senior Vice Provost Stewart - Extending the Deadline for Pandemic-related Tenure Clock Extensions – 3.12.21](#)
- [Memo from Provost Arden and Vice Provost Stewart – COVID Impact Statements \[PDF\] – 10.23.20](#)
- [Memo from Provost Arden and Vice Provost Stewart – Reappointment, Promotion and Tenure Considerations during COVID-19 \[PDF\] – 9.08.20](#)
- [Memo from Provost Arden – Guidance on Issues of Faculty Evaluation \[PDF\] – 3.24.20](#)
- [COVID-19 Automatic Tenure Clock Extensions](#)