

**MEMORANDUM****TO:** College Deans, Associate Deans for Academic Affairs, Department Heads**FROM:** Warwick A. Arden, Executive Vice Chancellor and Provost  
Katharine E. Stewart, Senior Vice Provost for Faculty and Academic Affairs**SUBJECT:** Reminders about Faculty Evaluation**DATE:** November 19, 2021

As the fall semester comes to a close, we wanted to share a few reminders regarding faculty evaluation, specifically about tenure clock extensions, COVID Impact Statements and ClassEval. You know better than anyone how hard our faculty members have worked over the last two years. In that time, they have had to constantly adapt their teaching and mentoring, scholarship and research, and extension and engagement activities, as well as their creative and artistic work, and service to the university and their respective disciplines. And of course many of our faculty members have had to make these adjustments at work while also managing significant disruptions and demands with regard to their family life.

As we head into 2022, there is cause to be optimistic, given the strong vaccination rates among our campus community (with 96% of our faculty members and 80% of our students being vaccinated) and the steady low rates of new COVID-19 cases on campus. But we remain mindful that the effects of the pandemic and its disruptions will be felt among our faculty for a long time to come. Our faculty members — and all of us — will not “go back to normal,” but instead will adjust their work and career paths and create a “new normal” going forward.

We will continue to offer [tenure clock extensions](#) through June 30, 2023, to faculty whose pre-tenure work was significantly affected by the pandemic. These extensions are automatically approved except for those faculty who have already received one COVID-related clock extension or for whom the new extension would be their third overall request. However, if you believe an extension is warranted in any case, please contact Amy Jinnette or Katharine Stewart; they will be available to discuss the options available.

We will continue to permit the use of [COVID Impact Statements](#) for all faculty in annual evaluation, post-tenure review, and reviews for reappointment, promotion and tenure. Since the 2021-22 RPT cycle was the first year that these statements were used, Katharine and her team will be interested to learn from you and your faculty members how the statements are helping to provide important context in these review processes and how the use of the statements can be improved. We expect to continue to refine our guidance about the statements to faculty who are undergoing review as well as to faculty who serve on review committees, and your input about this is essential.

Finally, as classroom teaching returns to a more predictable pattern, we will resume our pre-pandemic approach to [student course evaluations \(ClassEval\)](#) in the spring 2022 semester. We will return to using the [standard instruments](#) for ClassEval, including both quantitative and open-ended questions. We know that many of you and many faculty members (including those who serve on the Evaluation of

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Teaching standing committee) have ongoing concerns about the potential for bias in course evaluations, including ClassEval. As we begin adjusting to a new routine in the wake of the last two years, we'll be talking more with you about how we could address these concerns at NC State. We will welcome your engagement in those conversations in the coming year.

Finally, we want to thank you for your steadfast commitment to your faculty, staff and students throughout the long months since mid-March 2020. You have managed so many challenges, big and small, while also dealing with the effects of the pandemic on your work and personal lives. We know you are tired and at times overwhelmed by what it takes to keep supporting those around you. You have led your departments and colleges admirably, and we are proud to have each of you as part of the academic leadership of the university. We are looking forward to continuing to support you in 2022, and we hope that the coming winter break gives you some time for rest and relaxation — it is so very well deserved.

cc: W. Randolph Woodson, Chancellor  
Duane Larick, Senior Vice Provost for Academic Strategy and  
Resource Management, and Chief of Staff, Office of the Provost  
Amy Jinnette, Assistant Vice Provost for Academic Affairs  
Kim Grainger, Associate Vice Provost for Academic Personnel and Policy  
College RPT Liaisons  
RaJade Berry-James, Chair of the Faculty  
Christopher Roland, Chair of the University RPT Committee