



Date: October 25, 2021

To: Probationary Tenure-Track Faculty (Years One – Five)

CC: College Deans, Department Chairs, Academic Senate Chair, CFA

From: Cheryl Koos, AVP for Faculty Affairs and Development, and Michael Spagna, Provost and Vice President for Academic Affairs

Subject: **COVID-19 Probationary Faculty RTP Clock Extension**

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The Coronavirus (COVID-19) pandemic continues to impact the teaching, research and service activities of all faculty. In light of this, we have decided to re-open the opportunity for all probationary tenure-track faculty to request an extension of one year for tenure and promotion. Faculty who have already received a COVID-19 RTP Clock Extension are not eligible for a second extension. To do so, the faculty member shall submit the request to their Department Chair by **December 15, 2021**.\* The Department Chair shall forward the request to the college Dean for notification and signature. The completed form shall be forwarded to the Office of Faculty Affairs and Development for placement in the faculty member's Personnel Action File.

The request should include justification(s) such as:

1. Additional workload due to the transition to alternative modes of instruction;
2. Disruption of research, scholarly, and creative activities, including but not limited to lack of access to research lab, research subjects, archival research, materials, performance spaces or venues, or professional growth opportunities such as conferences and academic meetings;
3. Disruption of department, college, university, and community service, including but not limited to committee service, lack of access to service sites, lack of access to materials essential to completing service obligations;
4. Family care or medical leave related to or individual sick leave due to COVID-19

Requesting the extension of time for tenure and promotion shall not negatively impact the faculty member. Thus, if the faculty member considers themselves ready for tenure and promotion at the time for which they were originally scheduled (i.e. without the one-year extension of time), they can rescind their RTP extension request prior to the WPAF file submission deadline and apply for tenure and promotion at their original, pre-extension time without having to satisfy policy requirements for early tenure and promotion (highly meritorious in two categories). To do so, the faculty member will re-submit the RTP extension request form indicating the withdrawal of the extension.

\*NOTE: Probationary faculty members who opt to receive an extension of their probationary period due to the impact of COVID-19 will undergo a COVID-19 Abbreviated Review during the academic year in which they would have had their scheduled tenure review. Applicable provisions of Article 13 (Probation and Tenure), 14 (Promotion), and 15 (Evaluation) of the CSU/CFA Collective Bargaining Agreement continue to govern the RTP process for probationary faculty. Please note that RTP evaluations for all probationary faculty will continue every year (either a Full Performance Review or an Abbreviated Review) until the tenure and promotion review even with the COVID-19 RTP Extension.