

Personnel Workshop – May 27, 2021

Notes on items that are different from previous years due to the COVID-19 pandemic:

1. There were no student evaluations conducted during the Spring 2020 and Fall 2020 semesters.
2. There were no classroom observations during the Spring 2020, Fall 2020, and Spring 2021 semesters.
3. There were no direct observations of a librarian's performance shall not be conducted for the Fall 2020 or Spring 2021 semesters

ERC Agreements from Spring 2020:

1. Service obligations: There is no intention to penalize unit members if the committees on which they serve could not meet. There will be a reasonable shift in expectations due to these novel circumstances.
2. Continuing scholarship: If a unit member was scheduled to present or attend, but the conference was cancelled, the unit member should inform the evaluators of this, and provide evidence or samples of the work, such as an abstract.

One-year extension of CBA:

- Revision of Article VIII, D(1)(c), Continuing Scholarship, Professional Activities, Comprehensive Resume: Each full-time faculty member shall indicate on Appendix A-1 the continuing scholarship, other professional responsibilities and, when applicable, alternative responsibilities in which he/she engaged, together with appropriate supporting documentation. For the Fall 2020 semester, a full-time faculty member's conversion of a traditional in-person course to an online, hybrid or blended course shall be regarded as scholarship, specifically, contributions to the content of the faculty member's discipline, and as professional activities, specifically, contributions to the professional growth and development of the university community, as referenced on Appendix A-1. For the Spring 2021 semester, a full-time faculty member's conversion of a traditional in-person course to an online, hybrid or blended course shall be regarded as professional activities, specifically, contributions to the professional growth and development of the university community, as referenced on Appendix A-1. Each full-time faculty member shall also complete and submit the resume form as set forth in Appendix B and shall ensure that there are, in his/her Official Personnel File, current official transcripts of his/her course work.
- Revision of Article VIII, D(3)(b), Continuing Scholarship, Professional Activities, Comprehensive Resume: Each librarian shall indicate on Appendix A-2 the continuing scholarship, other professional responsibilities and, when applicable, alternative responsibilities in which he/she engaged, together with appropriate supporting documentation. For the Fall 2020 semester, a librarian's conversion of their work to an online format shall be regarded as continuing scholarship, specifically, contributions to the content and pedagogy of the discipline through the development of library programs and library services, and as professional activities, specifically, contributions to the professional growth and development of the university community, as referenced on Appendix A-2. For the Spring 2021 semester, a librarian's conversion of their work to an online format shall be regarded as professional activities, specifically, contributions to the

professional growth and development of the university community, as referenced on Appendix A-2. Each full-time librarian shall also complete and submit the resume form as set forth in Appendix B and shall ensure that there are, in his/her Official Personnel File, current official transcripts of his/her course work.

Useful links:

- [One-year contract extension](#) (July 1, 2020 through June 30, 2021)
- [Updated agreements and understandings](#) reached by the Employee Relations Committee as of March 26, 2020.
- [Fall 2020 agreements and understandings](#) reached by the Employee Relations Committee in June 2020.

Other questions:

1. What mechanism will be used for submission of materials for personnel action this year: paper, electronic?

Electronic only submission of materials was agreed to for the Fall 2020 semester as part of the Fall 2020 agreements and understandings reached by the Employee Relations Committee (see link above). At this time (May 27, 2021) submission of materials has to follow the CBA language, "Materials that can be submitted on paper shall be submitted on paper. Materials that cannot be submitted on paper (e.g., videos, interactive websites, etc.) shall be submitted in whatever format they exist. An electronic copy of all materials may also be submitted at the unit member's discretion."

This may change because we are negotiating a new contract and there is discussion in the ERC about the fall semester. Be on the lookout for emails about how materials for personnel action should be submitted.

2. If you are being evaluated for promotion to the rank of professor, do you include materials from the year you were being evaluated for tenure (with promotion)?

The CBA states "In the case of any member of the bargaining unit who is being evaluated for promotion, the review period shall encompass the entire period of full-time service since the end of the review period that was considered with respect to his/her last promotion or, if there was none, since the date on which he/she commenced employment in his/her present rank."

What does this mean? Yes, include the information for the year in question. That year is not included in the tenure review; the portfolio has already been submitted.