

## Update on Course Evaluations and Tenure Clock

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Provost Office  
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• Provost Office

Dear Faculty,

I want to personally thank each of you for your hard work in transitioning your teaching to remote/online delivery during the COVID-19 Pandemic, within what I realize was an incredibly short timeframe. I appreciate your willingness to be flexible, and your assistance in meeting the needs of our students and addressing their concerns. I want to provide you with two important updates regarding course evaluations and tenure clock extensions.

- 1.) **Course Evaluation.** Regarding Spring 2020 course evaluations, we are suspending the normal course evaluations. We want to ensure that faculty are not penalized by negative feedback resulting from the unusual circumstances during this semester. As you are aware, we had been working with Faculty Senate and other stakeholders to implement the university-wide questions, but because of the upheaval due to COVID-19, we will instead be deploying in each course four general questions designed simply to gather feedback. These questions will be available online in each course via the new Campus Labs Course Evaluation System starting on April 20<sup>th</sup> and will be available until May 3<sup>rd</sup> at 11:59 p.m. Students will be sent out a link to complete the course evaluation through both email and Blackboard. Faculty can view these feedback responses and send out reminders by visiting [utoledo.campuslabs.com/faculty](https://utoledo.campuslabs.com/faculty).

The simple questions that will be deployed in all courses for this semester are provided below:

- How well were you able to learn the material in this course? Please explain your response.
- Did you have any issues accessing the course materials, communicating with the course instructor, or participating in course learning activities? If so, please describe the reasons for these issues (e.g., lack of access to the internet or a computer, etc.).
- What went well in this course?
- What didn't go well in this course?

The feedback generated will not be required to be submitted in any evaluation or dossier related to your teaching in Spring 2020.

- 2.) **Tenure Clock Extensions.** There have been many questions from faculty pertaining to how the COVID-19 Pandemic will impact the tenure and promotion process. Any pre-tenured faculty member who feels that they have experienced "extraordinary professional circumstances due to external factors out of the Faculty Member's control and may need extra time before

submitting their materials for tenure and promotion" should follow our current process outlined in the Collective Bargaining Agreement (CBA, 8.1 & 8.2) below:

*"Every Member appointed without tenure to the rank of Instructor, Assistant Professor, Associate Professor, or Professor shall serve a probationary period not longer than six (6) years. However, in certain circumstances, it may be extended to up to eight (8) years.*

*Each request to extend the probationary period shall be limited to one academic year. In exceptional circumstances, a second academic year of extension may be requested or granted. The probationary period may be extended for no more than two (2) academic years in sum total.*

*The request for extension of the probationary period must be made in writing by the Faculty Member to his or her College Dean, with concurrent notification to his or her respective Department Chair/School Director. The College Dean will consult with the Member's Department Chair/Director to discuss the request and then forward his or her recommendation to the Provost." (UToledo CBA section 8.1 & 8.2)*

I hope this information helps to clarify any questions and ease any concerns you may have regarding the COVID-19 Pandemic's impact on Spring 2020 course evaluations and the tenure clock issue. Please feel free to contact me if you have further questions.

Sincerely,

**Karen S. Bjorkman, Ph.D.**

Provost and Executive Vice President for Academic Affairs