



OFFICE of the PROVOST

April 2021 COVID MOU and Revised Faculty Annual Evaluation Calendar

Faculty Colleagues:

Because of the continued disruptions of the pandemic, the University and the United Faculty of Florida Chapter at UWF have agreed to additional adjustments outlined in a new Memorandum of Understanding. A copy of this April 2021 MOU has been [posted online](#) for your reference. If you have not done so, I encourage you to read the MOU.

I want to share with you some of the adjustments related to Annual Evaluations, Sustained Performance Evaluations, and Tenure clocks.

Annual Evaluations

Faculty will have the option of excluding Fall 2020 semester course evaluations (SAIs). When submitting materials for review, faculty should include a statement indicating if they have chosen to exclude these course evaluations. If these are excluded, faculty should include at least one additional exemplar of evidence of teaching effectiveness relevant to the Fall 2020 semester.

I am also adjusting the Annual Evaluation calendar by several weeks to allow faculty more time to compile their evaluation file. The deadline for faculty to submit their evaluation file to their Chair has been moved from Friday, May 28 to Friday, June 25. The 2020-2021 Tenure, Promotion, and Evaluation Guidelines have been [updated](#) with the new timeline.

Sustained Performance Evaluations (SPE)

In-unit faculty scheduled for a Sustained Performance Evaluation during the 2021-2022 academic year will have a one-time option to postpone their SPE by one year if they have not already exercised this option under the prior MOU. This does not replace the one-time, one-year postponement option established in the collective bargaining agreement. I am also providing out-of-unit faculty scheduled for an SPE this year the option to defer to next year, if they have not previously deferred due to COVID-19.

Tenure Clock

Tenure-earning faculty will have the option of extending their tenure clock by one year if they have not already exercised this option under the prior MOU. The procedure and timeline for utilizing this extension is currently being updated and will be shared with you once finalized.

Closure of University Research Facilities

I also want to remind all that the April 2020 MOU states that, "The mandatory closure of university research facilities will not negatively impact 2020-2021 evaluations (including SPE), tenure, or

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promotion. When submitting materials for these reviews, faculty should document any impacts as a result of closings." You may find it helpful to review the "[Guide to documenting COVID-19 on Academic Work](#)" that is posted on the CUTLA website.

Best regards,
George

April 29, 2021