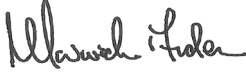


**MEMORANDUM**

**TO:** College Deans, Department Heads

**FROM:** Warwick A. Arden  
Executive Vice Chancellor and Provost 

**SUBJECT:** Guidance on Issues of Faculty Evaluation

**DATE:** March 24, 2020

My staff and I are receiving questions about if and how various faculty evaluation processes will occur this semester. We offer our current guidance below with the caveat that our guidance may change as the semester and the public health crisis progress. Please share this memo's contents with your faculty so they are aware of these issues. Contact Katharine Stewart ([kestewa4@ncsu.edu](mailto:kestewa4@ncsu.edu)) or Courtney Thornton ([chthornt@ncsu.edu](mailto:chthornt@ncsu.edu)) in the Office of Faculty Affairs with any questions.

**Personnel Discussions / DVF Deliberations using Technology**

Please continue to follow department, college and university PRRs on requirements for Departmental Voting Faculty (DVF) deliberations and votes. Google Hangout and Zoom are acceptable formats to use for confidential meetings like DVF or other committee votes. If you are concerned that confidentiality could be violated during technology-mediated deliberations, you may want to introduce good practices like reminding attendees of the call's confidential nature, the expectation that no outside parties are privy to the conversation, and that call recordings and screen captures are expressly prohibited. In a tool like Zoom, you can paste a confidentiality statement in the chat window, have participants respond in agreement, and download a copy of the chat window at the end of the call for your records. Learn more about using the features of Zoom at [go.ncsu.edu/delta-zoom](https://go.ncsu.edu/delta-zoom).

**Student Evaluations**

Based on feedback from the Evaluation of Teaching Faculty Standing Committee, department heads and others, ClassEval will be modified for the Spring 2020 semester. Questions will be open-ended and give students an opportunity to provide feedback about courses both prior to and after spring break. Results from Spring 2020 student course evaluations will be provided to instructors and department heads but will **not** be included in the ClassEval reports that are generated for inclusion in reappointment, promotion and tenure dossiers. Additionally, department heads and program directors are strongly advised not to over-rely on these data in decision-making regarding appointments and contracts, as Spring 2020 ClassEval results are unlikely to fully reflect an instructor's teaching performance. Research suggests that evaluating instruction using multiple measures, including but not limited to ClassEval, can produce more useful results compared to using ClassEval alone. This is especially true for semesters in which significant disruptions have occurred.

**Reappointment, Promotion and Tenure / Tenure Clock Extensions**

The adjustments that faculty are making in response to COVID-19 may be regarded as a compelling circumstance with the potential to significantly delay the development of a faculty member's program. Faculty whose progress is adversely affected by COVID-19 have the option to [request a tenure clock extension](#) using the Request for Tenure Clock Extension (PRV-002) form. Enter "COVID-19" as the

Reason for Extension. The forms should be acknowledged by the department head and dean and routed electronically via the college personnel office to Amy Jinnette ([arjinnet@ncsu.edu](mailto:arjinnet@ncsu.edu)). These will be treated as automatic extensions **except** in the case of faculty for whom this would be a third extension request, thus extending the decision and notification regarding conferral of tenure beyond eight years. Such requests will require review by Provost Arden.

### **Post-Tenure Reviews**

- For all post-tenure reviews that are in-process, including performance development plans (PDPs), we encourage departments and colleges to aim to complete all steps within the college (including any use of a College PTR Committee, as needed) by May 15, as noted in the regulation.
- For five-year comprehensive post-tenure reviews that are not currently in process, a department head may deem disruptions from COVID-19 to be a compelling circumstance that places “undue burden on the faculty member and/or department to complete the review during the fifth year” and request that the dean grant a one-year extension.
- For faculty continuing on PDPs, the circumstances of this semester may make it more difficult for a faculty member to meet expectations within the timeline of their PDP. The current regulation does not consider the possibility of revising a PDP or extending an annual post-tenure review while on a PDP. A faculty member who is making progress on goals of a multi-year PDP but has not yet met expectations would continue on the PDP with an outcome of *does not meet expectations*; this is standard practice. The challenges of this semester may need to be taken into account in subsequent annual evaluations of progress made towards meeting the PDP.

### **Annual Reviews**

Annual reviews of faculty should be completed this year. Annual review summaries from academic year 2019-2020 or calendar year 2019, depending on departmental review cycles, should be uploaded into RPT Online no later than June 30, 2020.

Thank you for your leadership during this challenging time.

cc: W. Randolph Woodson, Chancellor  
Duane Larick, Senior Vice Provost, Senior Vice Provost for Academic Strategy and Resource Management, and Chief of Staff, Office of the Provost  
Katharine Stewart, Vice Provost, Faculty Affairs  
Associate Deans for Academic Affairs  
College RPT Liaisons