

Memorandum

TO: Deans, Associate Deans and Department Chairs/School Directors, and Faculty
[Please distribute copies to all PRC chairs and all candidates for promotion and/or
tenure, for reappointment review, or probationary review]

FROM: Cheryl Bracken, Interim Vice Provost for Faculty Affairs

DATE: March 31, 2020

SUBJECT: Tenure Probationary Review Extension, and other CSU-AAUP and university
deadlines

Dear Colleagues.

Given the disruption of our semester and daily work environment caused by the COVID19 pandemic, we are extending some deadlines articulated in the CSU-AAUP Collective Bargaining Agreement (CBA) as well as to some other university deadlines. Please note that for CSU-AAUP CBA deadlines, we have received the approval of the AAUP union to extend these deadlines to benefit our CSU faculty.

CSU-AAUP CBA Deadlines

1) Tenure Probationary Period Extension

All tenure-track faculty can request a one-year extension for their probationary period because of the disruption of the academic year and normal teaching duties. Faculty interested in seeking a tenure probationary period extension should make a written request to their chair and their dean.

Please note, the extension is optional. All faculty can continue on their existing probationary review schedule if they choose to do so. Please see the following section for the new extended preliminary dossier material submission due date.

For faculty members who have completed their fifth year and who are preparing for a tenure review to begin in September 2020, if you wish to extend your tenure probationary period, please notify your department chair, appropriate (departmental or college) PRC chair (if known), and your dean via email to that effect by **May 1st**.

For tenure track faculty who are in their fourth year or earlier, a deadline for requesting the one-year extension is being identified and will be communicated in the future.

2) **Preliminary Dossier Materials submission deadline for Faculty Applying for Promotion to Associate or Full Professor**

For faculty who are preparing to submit their preliminary dossier this semester, we are extending the submission date from Monday, April 6 to Friday, May 29, 2020. The eDossier system is currently available for the uploading of your preliminary dossier materials.

If you wish to take advantage of the preliminary dossier material submission extension, please send your department chair/school director, appropriate PRC chair (if known), and your dean an email to that effect by April 6th. You should inform them of the date you expect to upload your preliminary dossier materials into the eDossier system, but no later than Friday, May 29th. Additionally, we request that you work with your PRC to identify the names of possible external reviewers before the end of the semester, if possible.

The annual promotion and tenure guideline memo will be sent out shortly.

- 3) **eFAAR** – The submission deadline for Faculty Annual Activities Report (eFAAR) has been postponed to **June 30th**. While the deadline is being extended, the time period reported in your eFAAR will remain the same. The reported activities should include research/scholarship/creative activity, teaching, and service engaged in from May 1, 2019 to April 30, 2020.

Other CSU Deadlines

4) **Student Teaching Evaluations/Student Evaluation of Instruction (SEI)**

The electronic SEI invitations typically are sent out to students in the 12th week of instruction. The current start date for this semester is April 3rd. However, we have postponed the start date to allow faculty and students time to adjust to the new format for their classes. For semester long classes starting the week of January 11th and end May 8th, the SEI will be open from April 10th to May 1st. The change in dates was approved by the University Faculty Affairs Committee (UFAC).

Additionally, given the change to remote delivery for most of the classes during this semester, faculty have the option of not including this semester's SEI report in their tenure and/or promotion dossier or other personnel evaluation material.

5) Distinguished Faculty Award Nominations

Nominations for Distinguished Faculty Awards will continue to be accepted for all categories (research, teaching, service plus the Lecturers, Professors of Practice, Law Clinical and Legal Writing Professor distinguished teaching) until Friday, May 1st.

Travel Guidelines

These guidelines were communication on 03/13/2020 but are included here as a reference.

Please note these guidelines are subject to change.

Travel Expenses

- We are aware that many regional, national, and international conferences have already been canceled. Numerous faculty members were pre-approved for travel funding using the CSU –AAUP Article 26 travel funds, grants, or other university funds. CSU will work with faculty members on an individual basis to refund prior approved travel funds consistent with the CSU Travel Policy.

For faculty who were pre-approved for travel funding from CSU

- If you incurred travel expenses but will not complete the trip due to university international travel restriction or cancellation of events by the organizers, please first make every effort you can to seek refunds from airlines, hotels, event organizers, and other vendors.

After you have exhausted those options, CSU will fully reimburse your preapproved travel costs. Please note you can only be reimbursed up to the preapproved dollar amount.

Airfare

For non-refundable airline tickets, many airlines are waiving change fees. You can cancel your current itinerary and keep the credits for the purchase of a new ticket later to attend another conference.

If you seek reimbursement for the airline ticket, you need to work with your department or college budget manager to ensure that the credit you received by canceling the current itinerary is appropriately tracked for the purchase of a new ticket later to attend another conference.

Hotels

Most hotels allow cancellation without fees up to 1 – 3 days before check-in. Additionally, if your reservation is prepaid using a vendor (e.g., Expedia, Hotwire, etc..) you may not receive a refund.

Conference registration fees

Please check with your conference to see how they are managing registration fees. Some conferences are converting to virtual delivery to allow faculty the opportunity to present.

Other costs

Other expenses will be evaluated on a case-by-case basis.

There should not be cost for meals as CSU employs the federal per diem rates.

Reimbursement

- All reimbursements need to follow the normal travel reimbursement process.
- All “employees will be required to attest that all statements made to support the reimbursement are true and correct.”
- All college budget managers should indicate in the MagnusMart travel form comment box, that the reimbursement is due a cancellation for covid-19.
- Even if all incurred expenses were prepaid by CSU, a faculty member should still file a travel reimbursement form to close the cancelled trip.

Article 26 Travel Funds

- Since the current CBA expires on August 15, 2020, Article 26 funds have NOT been allocated for travel in the Fall 2020 semester. We will keep you updated on any progress regarding future travel funding