



FAQs Regarding Optional COVID Probationary Extensions

On March 25, 2020, 2020 Interim Provost Basu sent a memo providing probationary faculty with the option of requesting an additional probationary year. She wrote:

Faculty members shall not suffer in performance reviews or evaluations if disruption affected their work in the area of service.

In addition, at the request of and in consultation with members of the CFA leadership team at CSUSM, probationary faculty shall be able to submit a written request for an extra probationary year on the retention, tenure and promotion clock. The written request shall be submitted to the appropriate administrator. The appropriate administrator shall grant the written request of probationary faculty for an extra probationary year. All parties agree that an extra probationary year must not come with the expectation that there will be additional professional development work.

The grant of an extra probationary year is in recognition of the unanticipated workload in Spring 2020, the disruption to research programs, and the decreased time that probationary faculty members will have to devote to that research.

All reviewers of Working Personnel Action Files (WPAFs) shall consider the directives above in their review of any materials submitted as evidence of teaching, research, or service in the Spring 2020 semester.

Following are FAQ's regarding this additional probationary year, based upon questions sent to date. Please forward any additional questions and we will add to this document.

- 1. Q:** Do faculty have to turn in a file during their COVID 19 extension year? If so, would they put in a year 6 retention file and go up in year 7?

A: Yes. Faculty should submit a file during their extension year, allowing them to get feedback as they progress towards tenure. That review will be treated as a periodic review.

- 2. Q:** Does this apply to ALL TT faculty, independent of where they are in their cycle?

A: Yes, faculty can make the request at any time. If they do so they will receive an extra periodic evaluation during, the year prior to their tenure evaluation year (typically year 6, adjusted down for those with service credit). For those with one-year service credit, year 5. For those with two years of service credit, year 4.

3. **Q:** When do faculty need to make the decision for an additional year? Can they make that decision at any time, but preferably well before the submission of their 6th year WPAF?

A: Yes, faculty can make the decision at any time (up to a few weeks prior to their review for tenure, to give staff enough time to process). The goal is to avoid rushing faculty as we hope most will be able to go up during their normal cycle.

4. **Q:** How will the extensions be tracked?

A: They will be tracked both by Faculty Affairs and the Dean's offices, following our usual protocol. The Dean's Office maintains a list of faculty review types and due dates. Faculty Affairs completes an annual audit to verify what files will be due the following Academic Year.

5. **Q:** Where should faculty submit a request for extension?

A: Requests should be addressed to the Provost and emailed to Faculty Affairs at facultyaffairsrtp@csusm.edu for processing.

6. **Q:** Do faculty still need to submit a WPAF in AY 20/21?

A: Yes, extensions will be added to the backend of the probation period, therefore if faculty currently have a WPAF due in AY 20/21, their file will be due as outlined in the RTP calendar based on the type of review they are due for.

7. **Q:** Should any documentation of the extension be included in faculty's WPAF?

A: Yes, to assist reviewers, a copy of the Faculty Evaluation and Process 20200325 memo from Interim Provost Basu, which is posted on the [Faculty Affairs Faculty Evaluation webpage](#), and a copy of the extension approval should be included in future WPAF's.

8. **Q:** Can faculty withdraw their request for extension?

A: Yes, faculty may withdraw their request, at which time they will revert to their original probation calendar.

9. **Q:** Where can I verify my current probationary calendar schedule?

A: You may contact your Dean's Office or Faculty Affairs at facultyaffairsrtp@csusm.edu for clarification.