



COVID-19 Faculty Guidelines: Spring 2020

Southeastern recognizes the extraordinary efforts of our faculty in adapting to the emergency environment caused by the COVID-19 pandemic and the transition to remote course delivery. Recognizing the impact this disruption may have on the professional and scholarly activities and achievements of our faculty, the following guidelines have been implemented. These guidelines align with the COVID-19 Faculty Guidelines of the University of Louisiana System.

Adjustments to the timeline for 2019-2020 faculty annual evaluations

With the increased demands and pressures on faculty due to the COVID-19 pandemic and the transition to remote teaching and learning, the timeline for the annual evaluations of faculty has been adjusted as follows.

September 9 (was April 11) - *Faculty members must submit documentation* that details their performance since the previous evaluation.*

October 19 (was May 15) - *A copy of the department head's evaluation along with any response by the faculty member is submitted to the dean.*

November 18 (was June 11) - *The dean will verify in writing to the Provost that the evaluation for each faculty member has been completed.*

*Faculty are encouraged to include documentation to support the unique ways in which he/she served their department, university, and community during the COVID-19 health emergency.

Adjustments to the Spring 2020 Student Opinion of Teaching (SOT) practices

The SOT process will be distributed as usual, but the use of the SOT data will be adjusted. The email from the Office of Institutional Research announcing the SOTs will encourage the use of the comment section to provide specific feedback on the instructor's efforts to transition to remote teaching and learning. This will provide a way for the outstanding efforts of faculty to be recognized. Use of the SOT information will be determined at the departmental level with input from faculty, and approval of the dean.

Adjustments to the tenure clock

Upon request, all faculty with mandatory promotion and/or tenure clocks, who are in the probationary period of their appointment term during 2019-2020 will receive a one-year extension to his/her tenure clock. The request should be submitted to the provost through the department head and dean. For faculty whose mandatory promotion and/or tenure review is scheduled for academic year 2020-21, requests should be submitted before July 1, 2020. For all other faculty, requests for a one-year extension may be submitted any time before July 1 of the mandatory promotion and/or tenure year.