

Dear Colleagues:

This message provides guidance and answer questions pertaining to the consequences of the ongoing COVID-19 pandemic for academic personnel matters in the near and intermediate term. As this remains a fluid situation, it is possible that some details may change, but, for now, this reflects our current planning and knowledge. Updates will be posted on the UCSF COVID-19 resources website <https://coronavirus.ucsf.edu/>

At the outset, we want to reassure everyone that we understand that the pandemic is likely to have effects on faculty members' academic performance and productivity during this year. We are sympathetic to the potential consequences of this crisis and as such it will be taken into consideration during future reviews. The UCSF tradition is and remains that we want to see our faculty succeed.

This message covers the following topics:

1. Faculty Productivity and Future Academic Review
2. Extension of the 8-year Clock: Assistant Professors in a Senate Series
3. Processing of Current Fiscal Year Merit & Promotion Actions
4. Cancellation of Sabbatical/Professional Development Leaves

Faculty Productivity and Future Academic Review

It is understandable that many faculty may be concerned about the possible negative effects of the COVID-19 situation on their work. We recognize that the disruptions of shelter-in-place ordinances, both direct (*e.g.*, an inability to access laboratories, go on research-related travel, etc.) and indirect (*e.g.*, childcare issues, a need to devote time to adjust to remote education), will have an impact on faculty productivity. It also remains possible that disruptions will extend some ways into the future.

At UCSF, there is a long-standing campus practice to take context into account in all academic personnel reviews. To this end, we recommend that, for future review actions, faculty explain how their teaching, scholarly and service activities were negatively affected during this period in their personal statements. In revising their CVs, faculty are encouraged to make note of conferences, talks at other universities, and other relevant opportunities to which they were invited, but unable to attend due to COVID-19. Departments and schools should also provide the context for any periods of reduced activity. Faculty can be confident that reviewing agencies will take all of these factors into consideration when reviewing actions that cover this time period.

Extension of the 8-year clock: Assistant Professors in a Senate Series (Ladder Rank, Clinical X, in Residence)

An Assistant Professor in a Senate Series may request an extension of the 8-year limit to promotion to the Associate Rank. Pursuant to APM 133-17, requests for extensions of the 8-year clock may be submitted on the basis of a "significant circumstance or event beyond the individual's control that disrupts an individual's ability to pursue his or her duties." Extensions may be granted for up to one year for each event. An extension of the 8-year clock does not affect eligibility for promotion, but it will extend the clock an additional year, meaning mandatory review for advancement to Associate rank will be delayed by one year. At UCSF we understand that making the decision to stop-the-clock should not be taken lightly, but that being said, the future is uncertain. No faculty member's request

for a stop-the-clock for reasons related to the COVID-19 pandemic will be denied, we simply ask that they make a formal request so that we can collect valuable data on the impact that stop-the-clock requests have on our populations.

When completing a stop-request in Advance, faculty should select the “significant circumstance” category and enter the word “COVID-19” in the comments box. For additional guidance on “stop-the-clock”, or instructions on submitting a request via Advance, please visit <https://academicaffairs.ucsf.edu/advance/stcinfo.php>

An Assistant Professor in a Senate Series who does not request a clock stop will not be penalized for a reduction in duties/productivity during the duration of the COVID-19 crisis (see above for further detail on future academic review).

Processing of Current Fiscal Year Merit & Promotion Actions

Merit and promotion packets for faculty and other academic employees currently in progress for a July 1, 2020 effective date will continue to be processed. Since our review process is managed electronically via Advance, reviewing agencies will continue their work; however, as a reminder many of our reviewers are themselves impacted by the COVID-19 crisis for a variety of reasons (e.g., increase in clinical duties, adaptation to remote instruction, caring and home-schooling for children). It is possible that decision announcements may be somewhat delayed, but every effort will be made to have all packets that were submitted by the campus deadlines reviewed before the end of June 2020.

Cancellation of Sabbatical / Professional Development Leaves

Faculty with sabbatical or other professional development leaves planned for Spring quarter or the upcoming fiscal year may need to cancel the leave due to restrictions of travel or limits on the ability to conduct research. It is expected the faculty who cancel their sabbatical or professional development leave will be fully engaged in their University duties to the extent possible, given the current situation. A request to cancel sabbatical may be submitted by email to their School’s Vice or Associate Dean of Academic Affairs via the department Chair.

If you have any questions regarding this guidance, please contact Emerald Light, Assistant Vice Provost of Academic Affairs at emerald.light@ucsf.edu.

Sincerely,

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