

March 20, 2020

**Kristin Lagattuta**

Chair, Davis Division of the Academic Senate

**Edwin Arevalo**

Executive Director, Davis Division of the Academic Senate

**RE:** CAP statement on advancement actions and COVID-19

Dear Chair Lagattuta and Executive Director Arevalo:

The Committee on Academic Personnel – Oversight (CAP) thanks you both for your efforts during this challenging and unprecedented time for UC Davis and our local and global communities.

As faculty, CAP members are well aware that our colleagues are having to make immediate and significant adjustments in response to the rapidly changing landscape of the COVID-19 pandemic. These adjustments have included, among other things, modifying course and/or examination expectations, transitioning in-person courses and learning activities to remote experiences, modifying research plans and funding timelines, and canceling presentations and invited lectures. Faculty may be concerned about how their potentially diminished activities during this period of crisis may be viewed by their peers in the context of their merit, promotion, or tenure dossiers.

CAP proposes sending the enclosed statement to faculty to provide reassurance that these exigent circumstances will be considered in dossier reviews which cover the period impacted by the pandemic. This statement also suggests some ways in which candidates, Department Chairs, Faculty Personnel Committees (FPCs), and Deans may help future review committees understand the specific impact this pandemic has had during a period of review.

**Statement**

In light of the recent measures taken to mitigate the COVID-19 pandemic, the Committee on Academic Personnel – Oversight (CAP) would like to reassure our colleagues that we are already preparing for the fact that the review of future dossiers will need to consider the impacts of the COVID-19 outbreak. Moreover, since the extent of the outbreak and associated impacts are not fully known and are likely to be wide-ranging, CAP expects to apply considerable flexibility and empathy in reviewing dossiers that cover the impacted period. As guidance, CAP shares the following:

- The effects of the COVID-19 pandemic on a candidate's dossier will be taken into consideration and factored into CAP's holistic review. To assist CAP in understanding the specific impacts a candidate experienced, it will be important for the candidate, Department Chair, and Dean to detail these impacts as they pertain to all areas of review. For example:
  - If a faculty member was unable to conduct certain research due to restrictions imposed by social distancing and travel bans, including reduced laboratory activities, increased childcare and elderly care, and canceled or postponed research trips, we recommend that the candidate and the Department Chair address this research impact in the candidate's statement and/or Department Chair letter.
  - If a faculty member experiences lower than normal course evaluation ratings and/or lower than normal response rates due to transitioning their instructional material to an online format, we

recommend that the candidate and the Department discuss these negative effects in a candidate statement and/or Department Chair letter.

- If service activities have been delayed or extensively adjusted because of restrictions imposed by social distancing, or if new and unanticipated service activities have been added in response to the health crisis that may have affected research or teaching activities, we recommend that the candidate and the Department detail these effects or increased service obligations in a candidate statement and/or Department Chair letter.
- The range of metrics used to evaluate each area of review allows for flexibility to accommodate special circumstances. Where appropriate, CAP will take into account extenuating circumstances in their review of dossiers. CAP and the FPCs encourage departments and Deans to do the same.
- As a reminder for junior faculty: you may request to “stop the clock” during your probationary period for a “significant circumstance or event that disrupts a faculty’s member’s ability to pursue his or her duties” ([APM-133](#)). You may request an extension of the probationary period for up to two years.

CAP thanks our colleagues and the campus community for their cooperation and efforts during this difficult time.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert Gilbertson". The signature is fluid and cursive, with a large initial "R" and "G".

**Robert Gilbertson**  
Chair, Committee on Academic Personnel – Oversight