

State of California  
M e m o r a n d u m



**CAL POLY**  
Academic Personnel  
ACADEMIC AFFAIRS

**To:** Instructional Faculty

**Date:** April 1, 2020

**From:** Al Liddicoat, Vice Provost for Academic Affairs  
and Personnel

Lewis Call, President, California Faculty  
Association, Cal Poly-San Luis Obispo Chapter

**Copies:** Deans  
Associate Deans  
Department Heads/Chairs  
College Analysts  
Department Coordinators  
Academic Personnel

**Subject:** COVID-19

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The COVID-19 pandemic required Cal Poly to transition on very short notice all Spring quarter 2020 classes to virtual delivery, which put an additional burden on all faculty who were not prepared to teach virtual classes, laboratories, activities, and studios. Knowing that this unforeseen crisis impacted faculty's teaching and professional development plans during the spring quarter, the University and CFA have agreed to provide the following two options for faculty.

1. Probationary (Tenure-Track) faculty members may request to extend their probationary period (tenure clock) by one year. This option is only available to faculty who are retained for the 2020-2021 Academic Year. If a faculty member wishes to extend their probationary period, they must notify their college dean no later than July 1, 2020. The faculty member's decision is irrevocable.
2. Student evaluations are required for all classes and will be administered as usual; however, language will be added to all Personnel Action Files that informs future reviewers of the extraordinary circumstances during COVID-19. Additionally, all faculty who teach in the spring quarter of 2020 may request that the results of their spring quarter 2020 student evaluations be removed from their Personnel Action File. In order to provide the greatest flexibility, faculty will make this decision after they have received the results of student evaluations. If a faculty member wishes to have their student evaluations removed from their PAF, they must notify their college dean no later than July 1, 2020. The faculty member's decision is irrevocable.

The Cal Poly Administration and the California Faculty Association would like to recognize the extraordinary contributions of the faculty to deliver their courses virtually in order to support and protect our students during the COVID-19 pandemic.