This memo shall be placed in the Personnel Action File of faculty members employed during any part of the 2021-2022 academic year to help memorialize the unique circumstances of the COVID-19 pandemic and to remind future reviewers of those circumstances. The guidelines below will continue in the future until the pandemic effects have resolved and faculty working during the pandemic have attained their next temporary appointment (non-tenure track faculty earning a 12.12 contract), and tenure and/or promotion milestones (tenure-track faculty).

The Cal Poly Administration recognizes the ongoing impacts of the COVID-19 pandemic on faculty performance and productivity. First and foremost, we want our faculty to succeed, and thus we recommend that, for future reviews, faculty explain in their professional development plans how their work activities (teaching, professional activities, scholarship, and service) were affected during this period. In revising their CVs and Working Personnel Action Files, faculty are encouraged to make note of factors that may have impacted class continuity or student surveys, as well as conferences, talks at other universities, and other relevant professional opportunities to which they were invited, but unable to attend due to COVID-19.

Similarly, we encourage reviewers to consider the impacts of the pandemic as they evaluate candidates’ records, keeping in mind the disruptions to instruction as well as to faculty professional and personal lives since March 2020.