

## Memorandum of Understanding on 2020-21 Interim RTP Process during COVID-19

California State University, Sacramento ("University" or "Sacramento State") and CFA Capitol Chapter

### Primary Issues:

- COVID-19 situation requires that social distancing practices are maintained to minimize risk of the spread of the infection. Overwhelming majority of classes will be held virtually.
- Limited campus access is expected, but congregation will need to be limited and there are some from sensitive/high-risk groups that will be encouraged to not take advantage of limited campus access.
- With the unknown trajectory of the virus, it is uncertain if we will find Sacramento State moving to a full-virtual operation in the 2020-21 academic year (as we were in the second-half of Spring 2020); units have already planned for this possible eventuality with the limited number F2F classes.

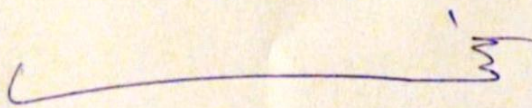
In response to the aforementioned conditions, CSU, Sacramento campus and CFA Capitol Chapter (collectively referred to as the "parties") agree to the following interim guidelines that will guide RTP process for the 2020-21 academic term. These interim guidelines apply to probationary and tenured faculty members only and seeks to mitigate workload by establishing a temporary virtual RTP process. The parties consulted with and considered the feedback from the Faculty Senate Executive Committee.

### Key Points

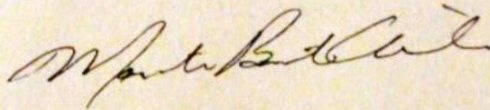
- We will separate the review cycles for probationary faculty. Currently, calendars for all retention reviews are designed to ensure that reviews are completed by February 15, 2021. This is a requirement for "P2" reviews, but not for other levels (which have a June 1 deadline), but has been the long practice. By pushing the deadlines back, most faculty members will have more time to prepare their files and the work of the primary committees, secondary committees, and deans will be distributed more uniformly around the year. The Office of Faculty Advancement, with the consultation of the Faculty Senate Executive Committee, will offer recommended schedules for the colleges to implement.
- We will suspend "periodic reviews" of probationary and tenured faculty members in 2020-21 (defined in provisions 15.20b and 15.20c). These are the "informal" first year review (commonly called the P1 review) and "post-tenure" review. This effectively extends the [Spring 2020 memo](#) on this same subject through the end of the 2020-21 academic year.
- For the remaining evaluations, the University, in consultation with CFA and Faculty Senate Executive Committee, will develop an electronic repository system (housed within OneDrive) to "mimic" the paper binders that traditionally cycle through reviews.
  - Access to files will be controlled so that only the faculty and staff that normally have access to the file as it is built will have access to add materials. The appropriate evaluators will have read-only access to files during the time in which they are responsible for reviewing the file. Once review is completed, access will be removed.

Access will be controlled by the colleges' analysts. A guide for college analysts and departments will be developed to help navigate this process.

- Faculty remain responsible for the preparation of their files, but as with paper files, colleges and departments have a role in inserting some materials (consistent with unit practices). A faculty guide will be developed to help navigate this process.
- Files (for P2-P5 reviews) must contain supporting documents and teaching evaluations since the last appointment/reappointment period. Faculty members may include older documents, if they wish. If a committee wishes to review old supporting documents, the committee chair may request that they be provided by the faculty member. Promotion/tenure reviews will require materials from the required timeframe defined by UARTP (HRS 0131, Section 4.09).
- Each College shall determine the best practice for digitizing past evaluations and current evaluations. Each College/Department shall determine the best practice relative to digitizing student evaluations. The faculty member is responsible for the contents of the file and, as done in normal practice, will attest that the material is correct prior to submission.
- Colleges will determine a suitable method for tracking and recording access to folders that is consistent with their normal practices. Colleges should communicate their plans for tracking access to OFA by the start of the Academic Year. Colleges will add material to the attestation folder to document the access upon completion of each stage of review.
- If a review is not able to be completed in the timeframe allotted to them, per provision 15.47 of the Collective Bargaining Agreement, the file shall be transferred to the next level of review.
- If faculty do not have adequate computer and/or Wi-Fi capabilities, they can reach out to IRT to get a loaner machine and/or hotspot. Additional information about potentially useful technologies will be provided in the faculty guide.
- All provisions of the Collective Bargaining Agreement not specifically addressed within this memorandum remain in effect.



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On Behalf of University



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President, California Faculty Assn Capitol Chapter  
On Behalf of CFA

DATE: 7/26/2020

DATE: 07.25.20