



California State University, Sacramento
Office of Faculty Advancement

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SUMMARY OF MOUs BETWEEN CFA and SACRAMENTO STATE RESULTING FROM THE COVID-19 CRISIS

Below you will find a summary of the six (6) MOUs as indicated above. For clarification, however, you should consult the specific MOU for the official language.

1. MOU regarding Administration of Student Evaluations (Spring 2020 Semester), dated 3/19/2020

All evaluations will be done online in Spring 2020 and OFA/CFA agreed to develop guidance for faculty reviewers to remind them of the extraordinary circumstances that we find ourselves in this semester. This guidance will be the form of a memorandum that is added to the front of each course evaluation. It is under development and will be available to departments to place into Student Evaluation Files early in the summer.

2. MOU regarding “P1” and “Post Tenure” Periodic Evaluations (Spring 2020 Semester), dated 3/19/2020 and Addendum, dated 3/23/2020

In short, first year probationary faculty can have their periodic review be suspended (as they have a retention review in the fall) and Post Tenure Reviews will be postponed until the fall. First year probationary faculty should have sessions with department chair and dean to discuss their progress in the absence of the periodic review. Note, a clarifying addendum is also attached. Note that if evaluations had been completed or were already to the Dean, if applicable for PTR, the evaluation shall continue as normal.

3. MOU and Guidelines on Allowing Extension of Probationary Period for Probationary Period for Probationary Faculty due to COVID-19 Crisis, dated 3/20/2020

Provides a mechanism for probationary faculty to request an extension in their “tenure clock”. Faculty granted an extension will still be subject to a retention review in the extra year. Similar to other contractual “clock extensions” in the Collective Bargaining Agreement there is no mechanism for “undoing” the action. A short form is under development that will be available in the summer for faculty to request an extension, a mockup of the form was included with the MOU.



SACRAMENTO
STATE

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4. MOU on Evaluation on Evaluating for Three-Year Temporary Appointments During COVID-19 Crisis, dated 3/25/2020

In short, those evaluations that have been completed by the departments shall continue through the Dean. Those whose file evaluations were not completed will be given a tentative three-year appointment subject to a satisfactory evaluation completed in the 2020-21 academic year. The entitlement for the new appointment will be based on the 2019-20 academic year teaching load, as per the Collective Bargaining Agreement.

5. MOU on Addressing Impacts of Student Evaluations (Spring 2020), dated 3/27/2020

Provides mechanisms for faculty members to address student evaluations from Spring 2020 that may be negatively impacted by the COVID-19 situation in Spring 2020. Faculty may choose to remove portions of the student evaluations that they believe to be negatively impacted by the COVID-19 situation; the faculty member must place a memo in their evaluations in lieu of the removed material indicating that it has been removed. Any removed materials will be sent to OFA for records retention requirements. Alternatively, a faculty member shall be allowed to permanently add to their student evaluations a memo that addresses items in the student evaluations; this memo will remain a permanent part of the evaluation files.

6. MOU on Evaluating and Appointing Lecturers in the COVID-19 Crisis, dated 3/30/2020

Evaluations required of “one-year” lecturers in Spring 2020 (that were not already completed) will be suspended. The material that would normally have been required in the Spring 2020 review cycle shall also be included in the next scheduled evaluation (presumably Spring 2021). Lecturers who had their evaluation suspended shall be considered to have performed “satisfactorily” for purposes of appointment according to provision 12.29 of the Collective Bargaining Agreement. The memo also describes how careful consideration should be done in assigning classes.