



OFFICE of the PROVOST

To: All Tenure-track, Research-track, Teaching-track, Librarian/Archivist track,
and Relevant Special Faculty
From: James H. Garrett, Jr., Provost
Cc: Jeanne VanBriesen, Vice Provost for Faculty
Date: March 30, 2020
Subject: COVID-19 Reappointment, Promotion and Tenure Delays

This memo provides details of the implementation of flexibility around University reviews for reappointment, promotion and tenure of faculty. We understand there is significant uncertainty about the effects of the current COVID-19 disruptions on productivity in research, teaching and service activities. And, we are aware and appreciative of the effort you are all making to ensure our educational and research missions continue while we all work to meet guidelines with respect to work-from-home to maintain physical distancing.

As a result of the disruption caused by COVID-19, we understand that some of you may need additional time to demonstrate meeting the criteria for reappointment, promotion and tenure, and we intend to support this need with increased flexibility in the timing of formal reviews. At this time, we are offering the following options.

Optional 1-year Extension of Tenure Decision Deadline for Tenure Track Faculty: In keeping with the [Carnegie Mellon University Appointment and Tenure Policy](#), all pre-tenure faculty on the tenure-track may request a 1-year “exclusion from years of service,” which will extend the tenure decision deadline by 1 year. This is available to all pre-tenure faculty who believe their progress toward meeting criteria for tenure has been affected by the COVID-19 pandemic. These requests should describe the way in which the extraordinary conditions related to the COVID-19 pandemic have affected professional work, including effects normally considered under our family leave policy, as well as effects related to specific professional research and practice.

COVID-19 associated requests do not require the usual recommendations of the department head or the dean. Requests should be submitted directly to the Vice Provost for Faculty (VPFaculty@andrew.cmu.edu). We anticipate approving all substantiated requests. Faculty may submit a request for this COVID-19 extension even if they have already received prior extensions to the maximum allowable under our current policy. Faculty need not make any decisions on submitting such a request immediately. Faculty may submit a request anytime up to April 15, 2021.

(Note, tenure track faculty whose next review, whether in Fall 2020 or thereafter, is for indefinite tenure and who request and receive a one-year extension on their tenure clock, will not need to explicitly elect either of the two options immediately below because their reviews will automatically be reset to the Fall immediately preceding their new tenure decision deadline.)

Optional Delay of Fall 2020 Reviews for All Tenure, Teaching, Research and Librarian/Archivist Track Faculty:

We understand that the challenging conditions associated with Spring 2020 related to COVID-19 may make it difficult for faculty to adequately prepare casebooks for Fall 2020 reviews. Thus, for all our regular faculty (tenure track, teaching track, research track, librarian/archivist track), if your next formal periodic review for reappointment, promotion or tenure is scheduled in Fall 2020, you will have the following options: (a) proceed with your review on schedule in Fall 2020; or (b) delay your review until Spring 2021. If you request this delay in your review, your subsequent reviews will also take place in Spring semesters on the normal schedule. (Reviews already scheduled for Spring 2021 will remain unchanged since they already include an additional semester beyond the standard Fall review calendar.)

Since the process for Fall 2020 reviews begins within departments in April, we must ask that you let us know your choice as soon as possible, and not later than April 15, 2020. You should send an email to your Department/Unit Head, with copy to your Dean and the Vice Provost for Faculty (VPFaculty@andrew.cmu.edu) if you wish to request a delay of your scheduled Fall 2020 review.

Optional Delay of Fall Reviews Scheduled to Occur in or after Fall 2021 for Tenure, Teaching, Research and Librarian/Archivist Track Faculty: In consideration for the effects of the disrupted Spring 2020 semester related to COVID-19, tenure track, teaching track, research track, and librarian/archivist track faculty whose next formal periodic review for reappointment, promotion or tenure is scheduled to occur in the Fall of 2021, or Fall semesters thereafter, may request a shift of the review to the Spring semester of that academic year. Again, for anyone who makes this election, all subsequent reviews will also take place in the Spring semester, and planned Spring reviews will remain unchanged since they already include an additional semester beyond the standard Fall review calendar.

Faculty need not make any decisions on submitting a request to delay their Fall 2021 or later review immediately. For Faculty scheduled for reviews in Fall 2021 and beyond, requests will need to be submitted before April 15, 2021.

(Note, annual administrative reviews for reappointment of research track faculty will continue to be managed by departments and colleges in accordance with policy and on the normal schedule.)

Special Faculty: Special Faculty reviews are conducted by the schools and colleges. All schools and colleges have agreed that, for any faculty member whose next formal, periodic review is scheduled for the Fall 2020 semester or a Fall semester thereafter, they will automatically approve any request related to COVID-19 disruption to move the Fall review to the Spring semester of the same academic year. Requests should be submitted by April 15, 2020 for Fall 2020 reviews and April 15, 2021 for all later reviews. (Note that administrative reviews for reappointment of special faculty that occur between formal periodic reviews will continue to be managed by departments and colleges in accordance with policy and on the normal schedule.)

Special Circumstances: We are aware that the uniformly applied flexibility described above related to COVID-19 may be insufficient to support equitable consideration of all faculty. Individual situations related to family needs, the nature of campus-space dependent research, audience-dependent performance work, and other unique situations may specifically alter progress toward meeting the criteria for your next review and may require additional, specific consideration that would not be addressed through the uniformly applied flexibility described above. All regular faculty (tenure track, research track, teaching track, librarian/archivist track) and all special faculty may submit requests for consideration of their unique situations. These requests should describe the way in which the extraordinary conditions related to the COVID-19 pandemic have affected professional work, including effects normally considered under our family leave policy, as well as effects related to specific professional research and practice. Faculty submitting a special circumstance request should do so by April 15, 2021.

If you have general questions about the review flexibility described above, please direct them to the Vice Provost for Faculty (VPFaculty@andrew.cmu.edu). If you have specific questions about your appointment and your next review, please contact your Department Head and/or Dean.