

**From:** [Academic Senate](#)  
**To:** ["AS00@uci.edu"](mailto:AS00@uci.edu)  
**Subject:** Academic Personnel Review and COVID-19  
**Date:** Wednesday, March 18, 2020 8:19:32 AM

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Dear Colleagues,

Please see below an important message from the Chair of the Council on Academic Personnel and the Vice Provost for Academic Personnel. The personnel review process is an essential part of shared governance at the University of California and the Irvine Division. We are working together with the administration to protect the integrity of this process while ensuring fairness and equity under the current circumstances.

Yours,  
James Steintrager, Chair  
Academic Senate, Irvine Division

**UCI** Office of  
Academic Personnel

A message from Diane O'Dowd  
*Vice Provost for Academic Personnel*



## Academic Personnel Review and COVID-19

### ACADEMIC DEANS DEPARTMENT CHAIRS

We understand that many Senate Faculty have expressed concern about how the current COVID-19 pandemic may affect the Academic Personnel review process.

For 2019-2020, we expect that personnel file review will continue roughly on schedule. For files processed in AP Review, faculty can track their file's progress at <https://review.ap.uci.edu/>, and click on "View File Tracking".

We are already discussing changes for 2020-2021 and future reviews in response to the COVID-19 pandemic:

1. **Student Evaluations of Teaching:** Winter 2020 and Spring 2020 student evaluations of teaching for classes will be excluded from future review files unless an individual faculty member chooses to include them. Department reviews should not include or discuss numerical scores from these quarters unless the candidate requests their inclusion.
2. **Evidence of Teaching:** Two kinds of teaching evidence are still required for all reviews. A Reflective Teaching Statement is often most helpful, especially when faculty want to explain circumstances that may have impacted teaching plans. Peer reviews, syllabi, or other evidence are also acceptable if a faculty member does not have student evaluations in this review period. See <https://ap.uci.edu/faculty/guidance/>.
3. **Accommodating COVID-19 Disruption:** The Council on Academic Personnel and Academic Personnel leadership are discussing additional accommodations to address possible disruptions to teaching, service, and research. We also understand the potential impact of additional family responsibilities on productivity for many faculty. We will be coordinating with other UC campuses to see how to best accommodate a range of changed circumstances.

Thank you for your efforts and patience during these challenging times. We will keep you informed of additional developments as this situation evolves.

Sincerely,

Sharon Block  
Chair, Council on Academic Personnel

Diane K. O'Dowd  
Vice Provost for Academic Personnel