

## **Interpretation Directive Regarding SETS and Performance Reviews for Promotion and Tenure Decisions during the COVID 19 Emergency Period [Updated June 2021]**

To all faculty members:

The University will for the period of the COVID 19 Emergency Period adopt the following practices regarding the use of Student Evaluation of Teaching (SET) scores, the conduct of performance reviews, and consideration of tenure decisions.

### **Use of SET data taken during the COVID 19 Emergency Period**

Student Evaluation of Teaching scores (SETs) will continue to be administered in keeping with existing policy. SET scores completed between March 2020 to June 2022 may, at the option of the faculty member, be used in their performance review and consideration for renewal, promotion and tenure. However, in all other circumstances SET scores taken during this period will not be used for the purpose of performance reviews or consideration of renewal, promotion and tenure.

### **Conduct of Performance Reviews and Tenure decisions during the COVID 19 Emergency Period**

According to Article 12 of the Collective Agreement, candidates are entitled to request consideration for extensions of the tenure period in cases of serious illness, extraordinary family responsibilities, or other exceptional circumstances.

*In case of serious illness, extraordinary family responsibilities or other exceptional circumstances, a member may request in writing, in a letter directed to the Provost, to have her/his consideration for tenure extended for a period of up to three (3) years. Such extensions shall not be unreasonably denied. The Faculty Association shall be notified of all such requests in writing as soon as possible.*

To the extent that COVID-19 impacts the individual's capacity to pursue a research agenda or fulfill their teaching and service responsibilities in keeping with the requirement of Bylaw 23 and departmental renewal, tenure and promotion criteria, COVID-19 may create such a context in individual cases. As personal circumstances and the implications of COVID-19 for disciplinary activities may vary, these determinations must be made on a case-by-case basis.

In order to assist candidates for tenure and promotion in navigating this process with clarity and predictability, we are asking department heads to comment on the degree to which COVID-19 may have impacted the capacity of the faculty member to progress toward tenure and promotion as part of each performance review undertaken during the tenure or COVID emergency period. This information should be taken into account in determinations regarding requests for extension of the tenure period, and in assessing tenure and promotion files.

Faculty members who under normal circumstances are required to obtain tenure in the 2021-22 academic year will be approached individually by the Provost's Office to secure an extension of the tenure period under the 'exceptional circumstances' criteria without needing to apply.

Any questions regarding this interpretation directive can be addressed to Edwin Tam, Acting Associate Vice-President, Academic, at [edwintam@uwindsor.ca](mailto:edwintam@uwindsor.ca).