

# Promotion and Recontracting and Tenure

## Addendum to the Memorandum of Agreements

March 2020

The effects of the coronavirus situation continue to affect all aspects of the normal operations of the Rowan University community. Instruction for the remainder of the Spring semester has shifted from classroom lectures and laboratories to online modes of delivery and testing. The University extended spring break to two weeks to allow faculty time to convert course material for remote delivery. Student advising continues through face-to-face meetings respecting social distances, or via phone or alternate methods if the student is not on campus. As the campus remains open, there are other necessary measures and guidelines which must be implemented for the safety of all involved. All these adjustments and additions in existing responsibilities and workloads have placed undue strain on employees to complete other job-related tasks, such as AFT employees completing requisite recontracting evaluation materials.

As such, promotion and recontracting and tenure deadlines for all AFT employees, including Faculty, Librarians, Professional Staff, Coaches, and Lecturers (or Non-Tenure Track Positions – NTPs), are extended as follows:

- The deadline for the University Senate Promotion Committee to conclude its work and transmit recommendations to the Provost, as well as the deadline for Deans to conclude their work, is extended by **one (1) month**, changing the deadline from not later than April 1 to **not later than May 1**.
- Faculty and Librarians in their first year of service will have an additional **one (1) month** for their Department/Office Committee to submit their evaluation to the Dean, changing the deadline from on or before April 1 to **on or before May 1**.
- Lecturers that had an April 1 deadline for the Department review to be completed will be extended by **one (1) month** until **on or before May 1**. However, Lecturers should still provide their packet to the Department Committee approximately 2 weeks prior to the extended deadline to ensure enough time to evaluate the packet. Deans will conclude their review **on or before June 15 and notify lecturers in a reasonable time not to exceed 7 days**.
- Professional Staff and Coaches in their first year of service will have an additional **one (1) month** to meet with their supervisor for an evaluation conference, changing the deadline from on or before April 1 to **on or before May 1**, and they will also have an additional **one (1) month** to receive a copy of the supervisor's evaluation report from on or before April 15 to **on or before May 15**.

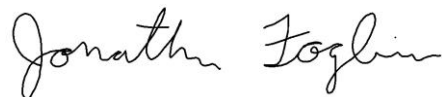
- Professional Staff and Coaches in their third year of service will have an additional **three (3) weeks** to submit their completed recontracting documentation for the administrative review, changing the deadline from on or before May 1 to **on or before May 21**.
- Professional Staff and Coaches undergoing a multi-year recontracting re-appointment evaluation will have an additional **three (3) weeks** to meet with their immediate supervisor to review the supervisor's evaluation report, changing the deadline on or before April 25 to **on or before May 15**. Additionally, candidates will have an additional **two (2) weeks** to respond to the supervisor's evaluation, if desired, and changing the deadline from on or before May 7 to **on or before May 21** to forward their evaluation materials to the President/Designees/Human Resources.
- Departments will not conduct peer evaluations or student evaluations of any courses for the spring 2020 semester.
- Tenure track and lecturers submitting packages for re-contracting, tenure and promotion will not be required to submit peer evaluations or student evaluations for the spring 2020 semester.

Due to the uncertain and ever changing nature of the response to the coronavirus situation, any individual requests for extensions beyond the above dates will be considered on a case-by-case basis, assuming that all supporting documentation which relates to the individual request is submitted in a timely manner as outlined on the University's Coronavirus Disease Updates webpage: <http://www.rowan.edu/virusinfo>.



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