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**3/18/20 Academic Personnel Updates Related to the COVID-19 Crisis, message sent via email list-serve by Sr. AVC Continetti and AVC Palmer to all General Campus, SIO, and Health Sciences department chairs, business officers, department and divisional AP contacts, and key support staff.**

March 18, 2020

Dear Colleagues,

As we all work through the implications of the ongoing COVID-19 crisis, we write to provide guidance regarding a number of matters that impact faculty and other academic employees. The situation continues to evolve on a daily basis and we appreciate your understanding and patience as we work through the various areas of concern. Academic Personnel Services is committed to keeping you updated with current policy, process and AP related information and news and we encourage you to closely monitor our web page and FAQs: <https://aps.ucsd.edu/facdev/covid-19/index.html>

### **Administrative Leave**

Many of you received the COVID-19 Leave Guidance for Supervisors of Academic Appointees in response to President Napolitano's executive order providing up to 16 days (128 hours) of administrative leave for all employees. As listed in the guidance document, the administrative leave may be used for the following purposes:

- When an employee is unable to work due to the employee's own COVID-19-related illness or that of a family member;
- When an employee is unable to work because the employee has been directed not to come to the worksite for COVID-19-related reasons and/or the work site has implemented a COVID-19-related remote-work program or is under a shelter in place order and it is not operationally feasible for the employee to work remotely;
- When an employee is unable to work because a COVID-19 related school or daycare closure requires the employee to be home with a child or dependent, and it is not operationally feasible for the employee to work remotely or in conjunction with the childcare commitment.

The 16 days is inclusive of the 14 days of administrative leave previously announced. A toolkit providing further detailed guidance regarding application for and use of administrative leave will be forthcoming. If employees or departments have immediate questions about the executive

order or have an employee who wishes to apply for leave, please contact Lynn Field-Karsh at [lfield@ucsd.edu](mailto:lfield@ucsd.edu).

Please also visit the FAQs at: <https://aps.ucsd.edu/facdev/covid-19/leavefaq.html>

### **Processing of Current Year Academic Review Files**

Files for faculty and other academic employees currently in progress for AY 19-20 will continue to be processed. Since our review process is managed electronically via *Interfolio*, reviewing bodies will continue their work. It is possible that decision announcements may be somewhat delayed, but every effort will continue to be made to have all files reviewed and their outcomes communicated as quickly as possible.

We understand the considerable staffing constraints due to transitioning to remote work and other COVID-19 related issues. As such, APS is waiving the requirement for formal submittal of extension requests and instead asks that you keep your AP staff contact apprised of file submission status. That said, please give priority to cases involving a series clock (e.g. 7<sup>th</sup> year promotions to tenure) and due dates required by a Collective Bargaining Agreement (CBA).

### **Recruitments and New Appointments**

Departments may continue to conduct searches for open positions. OARS is working on development of detailed guidelines and training material for conducting on-campus-analogous remote interviews; these will soon be posted on the Academic Personnel web site. Please also review the [Academic Recruitments – COVID-19 Guidance for Best Practices from EVC Simmons](#). As noted above, appointment cases will continue to be processed.

### **Sabbatical Leave Cancellations and Use of Administrative Leave**

Faculty with sabbatical or other research leaves planned for Spring quarter may need to cancel the leave due to travel restrictions or limited ability to conduct research. It is likely too late to assign formal teaching responsibilities for Spring quarter; however, it is expected faculty who cancel a spring sabbatical will be fully engaged in their University duties to the extent possible, given the current situation. Departments are encouraged to work with these faculty on engagement in teaching-related roles to assist their colleagues in the rapid transition to remote instruction during this emergency. Faculty on sabbatical or other paid research leave are eligible to use Paid Administrative Leave.

Faculty who wish to cancel a Spring Quarter leave should do so before the Spring service period which begins on March 25, 2020. Related PPS adjustments must be made by March 24, 2020 to avoid retroactive pay issues. Please notify your APS Analyst and Kelly Maheu ([kmaheu@ucsd.edu](mailto:kmaheu@ucsd.edu)) of any leave cancellations.

### **Future Academic Reviews**

We are working closely with our Divisional Academic Senate leadership and the Committee on Academic Personnel (CAP) to consider issues for future reviews, including discussion of additional accommodations to address possible disruptions to teaching, service, and research. We also understand the potential impact on productivity for many faculty during these challenging

times and will be coordinating with other UC campuses to see how to best accommodate a range of changed circumstances.

In the interim, [UC San Diego's CAP](#) has offered the following:

- Future CAPs will account for these challenges in its review of academic files covering the time period impacted by the virus (where the length of time remains uncertain).
- CAP encourage academic units to begin to employ methods other than student evaluations to assess teaching effectiveness, which can be gleaned from the Holistic Teaching Workgroup Report recommendations posted on the Senate website.
- CAP strongly encourages faculty to explain any negative impacts in teaching, research, or service during this time period in their self-statements. The committee respectfully requests that these self-statements be included in the materials forwarded to CAP for review, so that CAP members may incorporate the consequences of the rapid transitions and events into their academic judgment.

Thank you for your efforts and patience during this very fluid situation. We will keep you informed of additional developments as this situation evolves and we encourage you to monitor the APS website. Please feel invited to suggest the addition of content or relevant information to our current COVID-19 hub via sending an email to [academicpersonnel@ucsd.edu](mailto:academicpersonnel@ucsd.edu).

Best Regards,



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