



March 14, 2020

Dear SDSU Faculty,

Thank you for your efforts to support the success of our students during this uncertain time. Also, as our university is being responsive to faculty concerns about evaluations of faculty work during Spring 2020, I would like to provide additional guidance.

Faculty may elect not to submit course evaluations for Spring 2020 for periodic evaluations or performance reviews in academic years 2020-21 and following. Reappointment, tenure, and promotion and periodic evaluation forms and guidelines will be updated to reflect this option, and review committees will be provided guidance from the [Office of Faculty Advancement](#) on how to regard these evaluations.

Probationary faculty members who believe that impacts associated with the coronavirus (COVID-19) have substantially disrupted their research, scholarship, or creative activity will be able to request an extension of their probationary period for the approval of their dean and myself, or designee. The request should include justification indicating the nature of the disruption, such as:

- Additional workload due to the transition to remote learning (specify courses and enrollments).
- Substantially disrupted access to research subjects, collaborators, conferences, field work, clinical settings, or other professional growth opportunities, such as residencies or fellowships due to recommended social distancing, quarantine, event cancellation, or Office of Employee Relations and Compliance-approved medical accommodations.
- Family and Medical Leave Act-related or individual sick leave due to COVID-19.

Faculty Advancement will provide additional information on this option to probationary faculty members, their chairs or directors, and their deans after the pause in instruction. Also, please continue to visit the [university's COVID-19 site](#) for information and updates.

Thank you for your dedication and resilience as we work together to support our students and community.

Sincerely,

Salvador Hector Ochoa
Provost and Senior Vice President for Academic Affairs

Joanna Brooks
Associate Vice President for Faculty Advancement