

To: All Faculty

From: TESC and UFE

Date: 5 June 2020

Re: Letter of Understanding Regarding Faculty Review Process in 2020-21

Pursuant to the Collective Bargaining Agreement (CBA) and our Memorandum of Understanding (MOU) of March 30, 2020 ("Provision of Instruction for Spring Quarter 2020," attached), there were a number of details and processes regarding faculty reviews which needed clarity of implementation.

We have agreed to the following implementation protocols for faculty reviews in 2020-21:


1. Remote Portfolios. Faculty portfolios will be submitted and reviewed remotely in 2020-21. This will happen through a secure online file-sharing process in Office 365 Teams. Further details of that remote portfolio process will be provided separately. Portfolios will continue to contain all information listed in CBA 6.1.5. A remote training will be scheduled for faculty to learn more about the online portfolio process.
2. Remote Participation Process. Faculty may elect to participate remotely in review panels and annual reviews in 2020-21. If one faculty member elects to participate remotely, the panel will be held remotely for all participating members.
3. Third-Year Reviews and Contract Conversion. Third-year reviews for 2019-20 were delayed, as per the MOU. Those faculty who are otherwise eligible to request conversion of their contract and do not wish to delay may have a conversion panel scheduled during the 2020-21 academic year, as per the schedule in Table 1 (attached).
4. Reappointment Letters. Annual reviews for 2019-20 will be postponed as per MOU, except for faculty who require reappointment letters in the 2020 calendar year. Those faculty will have annual reviews conducted by the deans as per the schedule in Table 2 (attached).
5. Five-Year Review Meetings. Remaining five-year reviews from 2019-20 have been delayed as per MOU. However, given the volume of five-year and six-year reviews in 2020-21, meeting times for five-year reviews will be limited to one hour, rather than the traditional two-hour meetings.

Please contact Trevor Speller if you have any questions regarding faculty reviews.



June 5, 2020

Trevor Speller, Academic Dean (Date)
The Evergreen State College

 5 JUNE 2020

Jon Davies, Bargaining Chair (Date)
United Faculty of Evergreen

Table 1. Revisions to Third-Year Review/ Contract Conversion Process, 2020-21

Task Outlined in CBA	CBA Article	Revised Date(s)	Revised Processes
Regular faculty who wish to have their contract converted in 2020-21 submit portfolios	9.3; 9.2; 6.1.5	July 10	Remote portfolio process
Third-Year Reviews Scheduled	9.3	August 1	Some reviews scheduled before classes start; ensure time for portfolio review while on contract
Third-Year Reviews Conducted	9.3	September 15 – October 31	Remote participation process
Annual reviews completed for third-year review faculty	11.2	December 1	Remote portfolio process
Faculty notify deans of intent to pursue conversion	11.3.2	December 1	
Deans notify community of faculty who intend to stand for conversion	11.3.2	December 15	
Faculty submit conversion portfolio	11.3.2	December 31	Remote portfolio process
Conversion panels scheduled	11.3.2	December 31	Remote participation process
Conversion Panels Conducted	11.3.2	January 1 – April 15, 2021	Remote participation process
Deans send conversion recommendation to Provost and candidate	11.3.2	June 1	
Provost review of letter and portfolio	11.3.2	June 1	Remote portfolio process
Provost finalizes conversion letters to faculty	11.3.2	June 15	

Table 2. Revisions to Reappointment Process, 2020-21

Task Outlined in CBA	CBA Article	Revised Date(s)	Revised Processes
Faculty submit portfolios	9.3; 9.2; 6.1.5	July 10	Remote portfolio process
Annual reviews conducted for faculty requiring reappointment letters	11.2	July 10 – October 15	Remote portfolio process
Annual reviews with reappointment letter submitted to Provost	11.2	November 1	
Provost reviews portfolios; sends reappointment letters	11.2	December 1; December 15	