Compendium of UCI Measures to Support Faculty Given COVID-19 Disruptions

Assembled by Vice Provost for Academic Personnel Diane K. O’Dowd and Associate Vice Provost for Faculty Development Nina Bandelj

Updated 6/20/2021

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I. AP REVIEW

A. Stop the Clock option (STC-COVID) and Retroactive Pay for eligible faculty at the Assistant rank

1. First Announcement
https://ap.uci.edu/addtlguidancecovid19/

March 29, 2020 — UCI announced a COVID-19 stop the clock (COVID-STC) provision for faculty members at the Assistant rank in the following series: Professor/Professor of Teaching/Professor In Residence/Professor of Clinical X, Health Sciences Clinical Professor (at more than 50% time) and Adjunct Professor (at more than 50% time).

2. Second Announcement: Extension of Eligibility

July 30, 2020 — COVID STC is updated to extend eligibility to new junior faculty joining the university while we are operating in pandemic mode. In addition, notification dates for activation were also adjusted such that faculty are not required to activate the COVID-STC until June 30 of the year before they want to delay their midcareer assessment or promotion. We also confirmed that a faculty member who has activated a STC can rescind this at any time and proceed to be reviewed at normative time without any penalty. Finally, if an individual has already had two STCs previously, they can still request a third COVID-STC (subject to UCOP approval).

3. Third Announcement: Retroactive Pay
https://ap.uci.edu/covid19stc-revision/

October 15, 2020 — We recognize the financial implications of a year delay in the salary increase for faculty who take a COVID-STC due to disruptions to research/scholarly activity associated with the COVID-19 pandemic. In an effort to reduce the salary disadvantage from delaying promotion, the Provost has approved making the promotion salary increment retroactive to the previous year, once a faculty member taking COVID-19 STC is promoted to tenure/security of employment. The promotion rank and step will not be retroactive.

4. Fourth Announcement: Retroactive Pay Implementation
COVID-19 Stop the Clock Retroactive Pay Implementation
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January 13, 2021 — The retroactive pay component was added to reduce the salary disadvantage from delaying the promotion to associate rank. Assistant rank faculty who initiated the COVID-STC and have a subsequent regular review action that results in a reappointment without a salary increase (due to low productivity related to COVID-19) will, at the point of promotion to associate rank, receive the promotion salary retroactive to the previous year.

B. One-year Review Deferral of Academic Review for Faculty at the Associate and Full Professor rank
https://ap.uci.edu/covid19/covid-19-academic-review-faqs/

Updated June 30, 2020 — The deferral due to COVID-19 is available to all associate rank and higher who are employed while the university is operating in COVID-19 pandemic mode (March 2020 – TBD). The deferral should be requested by June 30 of the year in which the review is to occur. The deferral will be Dean Delegated.

C. Teaching Evaluations Exemption

1. Initial Announcement — March 18, 2020
https://ap.uci.edu/apreviewcovid19/

2. Extension Announcement — November 18, 2020
https://ap.uci.edu/studentevalswinter-spring2020/

Faculty have the option to exclude Winter 2020, Spring 2020 and Fall 2020 teaching evaluations from their file when they go up for review. Teaching evaluations will be watermarked to denote COVID-19 emergency teaching.

Evidence of Teaching: Two kinds of teaching evidence are still required for all reviews. A Reflective Teaching Statement is often most helpful, especially when faculty want to explain circumstances that may have impacted teaching plans. Peer reviews, syllabi, or other evidence are also acceptable if a faculty member does not have student evaluations in this review period (https://ap.uci.edu/faculty/guidance/).

D. CAP and AP Amendments and Recommendation about Review Files

1. File Submission: All materials must still be submitted by the standard AP review cycle deadlines, higher levels of review will consider an updated status of research/creative materials listed in the UC-AP-10 (for example a finalized book contract or acceptance of an article listed as submitted) through December 31, 2020. Departments should work closely with faculty waiting to hear back from
presses or peer review bodies as much as possible.

2. **Tentative Decision:** If CAP tentatively recommends against a normal merit, promotion or advancement due to decreased research/creative activity, a tentative decision will be sent back to the school, at which time faculty will have the option to submit additional scholarly/creative work that was accepted for publication through December 31, 2020. Any new material or changed statuses submitted must be accompanied by an updated UC-AP-10 with those changes highlighted and will follow the normal tentative decision AP submission process.

3. **Information in Files:** In submitting their files, faculty are encouraged to:
   
a. explain any interrupted productivity and note their production of alternative intellectual or creative work in response to the current pandemic in their statements;
   
b. list scheduled presentations, invited talks, or artistic productions that were canceled due to COVID-19 with [COVID cancellation] on their UC-AP-10.

E. **AP and CAP Guidance to Faculty About Documenting COVID-19 Impacts**
   
https://ap.uci.edu/documentingcovid19/

**November 12, 2020** — The Vice Provost for Academic Personnel and the Council on Academic Personnel (CAP) recognize the significant impact of COVID-19 on the ability of faculty to perform all aspects of their work, including research, teaching and service. In this and coming years, we strongly encourage faculty to document COVID-19 related issues with regard to their professional achievements in their academic review files. While faculty are not expected to provide personal details about difficult individual circumstances, the impact of these circumstances can be included. Some examples of the types of non-confidential information that might be provided are listed below:

1. Changes in teaching workload relative to department or school norms, or teaching overloads undertaken due to impacts on other faculty;

2. Negative impacts due to diminished available resources (lack of lab equipment, course software, or TA support);

3. Additional efforts required for student advising and mentoring beyond the regular expectations (e.g., support provided for emotional or mental health, or economic and social issues);

4. Contributions to initiatives for mitigating the impact of the pandemic, both within one’s own discipline and in the community at large;
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5. Lost opportunities for scholarly and professional recognition both on campus and professionally, including invited lectures, plenary sessions at meetings, etc.;

6. Additional work required to maintain operation of research labs or other facilities, including implementation of disinfection and distancing protocols;

7. Loss of specific scholarly activity or funding opportunities (e.g., performances, fellowships, sabbaticals, field trials, collaborations) due to restricted travel, closed facilities, lack of access to research subjects, or other pandemic-induced influences;

8. Delays due to increased time required for reviews and publication of books and articles.

The type of information listed above will be critical in enabling all levels of review including the department, school and CAP, to conduct equitable evaluation of merit and promotion cases for faculty during this pandemic and future years.

F. COVID-19 External Letter Solicitation Guidance
   https://ap.uci.edu/policies-procedures/app/3-60/samplelettersofpromotion/

The paragraph below is an example of text that AP and CAP suggest be included in a solicitation letter, either in the body of the letter or as a note below the Chair’s signature. If outside letters were already requested but not yet returned, Chairs are encouraged to send a short supplemental letter to outside reviewers with the information from this paragraph.

“Beginning in March 2020 the COVID-19 pandemic significantly disrupted operations, including instructional delivery, at UCI and the rest of the U.S. As a result, our campus underwent a rapid transition to remote learning and staffing of the campus before the end of the winter quarter. All classes continued online for spring quarter and summer sessions. Research facilities including labs and libraries were closed through June 2020, when a phased reopening began. As of September 2020, UCI is observing an in-person return to a maximum of 30% occupancy in campus buildings. In conjunction with the disruptions experienced on-campus, many faculty were working out of their homes while simultaneously providing childcare due to closures of daycare facilities and K-12 schools, and or elder care. With these research disruptions and significant shifts in teaching modalities as well as challenges with dependent care that impacts productivity, we ask that you take these unprecedented events into consideration when evaluating work performed by the candidate.”

II. LEAVES FOR FACULTY
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A. Announcements

1. President Napolitano Executive Order — March 16, 2020

2. Information session for Chairs, Deans, Assistant Deans and CPOs — March 19, 2020
https://ap.uci.edu/events/info-session-covid-19-related-leave-for-academic-appointees/

3. Leave Guidance for Academic Supervisors — April 17, 2020

4. Announcement sent directly to Faculty — August 20, 2020
https://ap.uci.edu/2020dependentcareleaves/

5. UC Approves Additional 80 Hours of Emergency Paid Sick Leave – April 5, 2021
https://ap.uci.edu/epslupdate/

B. EFML - Emergency Family Medical Leave (in effect through December 31, 2020)
https://ap.uci.edu/2020dependentcareleaves/

1. If a faculty member is unable to do their work due to a COVID-19 day care/school closure that requires them to be home with their dependent(s), they may work remotely if operationally feasible. If demands of dependent care make it impossible for faculty to work, even when work is remote, they may request paid leave:

   a. Emergency Paid Sick Leave (EPSL) and/or 2) Expanded Family and Medical Leave (EFML).
      - EFML is available to eligible individuals through December 31, 2020.
      - As of March 29, 2021, EPSL has been extended and is now available to eligible individuals through September 30, 2021. If an employee took any leave between January 1, 2021 and March 28, 2021 for one or more of the above EPSL qualifying reasons but was not paid, the employee may request that the University allow them to retroactively use EPSL.

2. Eligibility: Faculty unable to work because they are caring for their child whose school or place of care has closed (or whose child care provider is unavailable) due to COVID-19.
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a. Faculty member must certify that there is no other suitable person to care for their child (or dependent) during the period for which leave is requested. For children older than 14, special circumstances need to be explained.

b. According to UCOP guidance, faculty in the School of Medicine, Program in Public Health, School of Pharmacy and Pharmaceutical Sciences, and Sue & Bill Gross School of Nursing are classified as health care workers and, as such, are not eligible for these Families First Coronavirus Response Act (FFCRA) leaves, but may be eligible to use UC Expanded Paid Administrative Leave (EPAL), vacation leave, or PTO, subject to the normal approval process for this purpose.

3. Coverage: By combining EPSL and EFML, faculty will receive pay and benefits for up to 12 weeks in total. Paid leaves are funded by the regular campus budget allocations (this option is only available through December 31, 2020).

C. Sick/Paid Medical Leave (in effect through December 31, 2020)
https://ap.uci.edu/apm710childcareusefall2020/

1. Faculty who do not accrue sick leave are permitted to request one (1) course reduction or release from major service obligations in Fall 2020, for childcare reasons due to the COVID-19 precautions. If approved, four (4) weeks will be deducted from their paid medical leave benefit.

2. Faculty with 10 years or less of UC service have 2 quarters (24 weeks within this first 10-year period) of paid medical leave.

3. Faculty with more than 10 years of service have 3 quarters (36 weeks within each subsequent 10-year period) of paid medical leave.

4. Academic appointees who accrue sick leave may request to use accrued sick leave for childcare reasons due to the COVID-19 precautions.

5. Health Science Compensation Plan (HSCP) faculty are not eligible for this leave as they fall under the provisions of APM-670.

6. Represented Appointees: Appointees covered by the Librarian (LX), Postdoctoral Scholar (PX), and Academic Researcher (AR) labor contracts may request to use accrued sick leave for childcare reasons due to the COVID-19 precautions.

7. Subject to collective bargaining, the use of sick leave for childcare is currently not available to those appointed in the Lecturer titles (Unit 18).

8. Academic Student Employees (ASEs) do not accrue sick leave and are therefore not eligible for this temporary policy exception. Note that there are other provisions for
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ASEs related to leave for childcare reasons, including a temporary exception to the ASE Childcare Reimbursement. For more information please visit: https://ap.uci.edu/wp-content/uploads/TempFall2020-Exception-_ASEGSRchildcare.pdf

III. INTERIM COVID MODIFIED DUTIES

A. Announcements

1. Senate to campus partners on **November 10, 2020**
   https://ap.uci.edu/icmd2020/

2. Email sent to all faculty via Academic Senate on 11/10/2020.


C. **Program Details**

The UC Irvine Interim COVID-19 Modified Duties Shared Funding Program (ICMD) was developed in consultation with Deans, Academic Senate Leadership and School Equity Advisors, and following guidelines and approval from UCOP Provost Michael T. Brown.

The Interim COVID-19 Modified Duties (ICMD) Shared Funding program is designed to help schools support our faculty in the assistant ranks, whose research/creative activities have been disrupted by additional dependent care responsibilities due to COVID-19. Eligible faculty can apply using the UCI-AP-ICMD form for teaching release during one quarter. This is not a leave as the faculty members will be expected to redirect the effort normally directed to teaching during the quarter toward their research and creative activities. This program aims to provide shared funding support to allow eligible faculty the flexibility to identify a quarter, between Winter 2021 and Spring 2022, that will be most advantageous for their specific scholarly and research activities.

The request for ICMD will be considered by the Chair and Dean who will take into account the curricular needs of the department/school, availability of school funds, issues of equity within and across departments, and benefit to the requesting faculty member. Additional considerations will include availability and cost of replacement instructors. We encourage units to explore opportunities to hire current/recently graduated UCI Ph.D. students or postdoctoral scholars as replacement instructors.

The Dean will forward the completed request with a rationale for funding support that is designated as high, medium, or low priority to the Office of Academic Personnel. The Vice Provost for Academic Personnel will make final funding decisions that take into
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account equitable distribution of funding across campus.

For requests approved for funding, the Office of Academic Personnel will provide matching funds of up to $3,000/course, for up to two courses for each faculty toward the support of replacement instructors. The school will cover the remaining expenses of the replacement instructors. If courses are canceled, funding will not be provided.

<table>
<thead>
<tr>
<th>Dates Program in Effect:</th>
<th>January 1, 2021 through June 30, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration:</td>
<td>Faculty can participate in one quarter during this program</td>
</tr>
<tr>
<td>How many courses?</td>
<td>Release from teaching will be for up to two courses in one quarter. The individual will not be expected to make up released courses in future quarters.</td>
</tr>
<tr>
<td>What resource will this program provide?</td>
<td>The Office of Academic Personnel will provide matching funding up to $3,000 per course, for a maximum 2 courses, for the quarter in which ICMD is approved. School will cover the remaining expenses of the replacement teaching for that quarter.</td>
</tr>
<tr>
<td>Who is eligible?</td>
<td>Any appointee in the assistant professor/assistant professor of teaching rank who have dependent children (under age 18) or dependent adults in their household for whom they certify 50% or more of caretaking responsibilities.</td>
</tr>
<tr>
<td>Sabbatical Accrual</td>
<td>Individuals approved under this program will accrue sabbatical credit for the quarter they are on ICMD.</td>
</tr>
<tr>
<td>Approval</td>
<td>Chair, Dean and final approval by Vice Provost, Academic Personnel.</td>
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</tbody>
</table>
| Deadline for request to VPAP | For ICMD in Winter Quarter 2021: by December 1, 2020  
For ICMD in Spring Quarter 2021,2022: by January 15 prior  
For ICMD in Fall Quarter 2021,2022: by June 15 prior  
For ICMD in Winter Quarter 2022: By Sept 15 prior |

IV. OTHER

A. Support Related to Childcare and Dependent Care Issues
      https://inclusion.uci.edu/t-res/

UCI Temporary Research Enhancement Support (T-RES) awards aim to support the career development of UCI faculty, and provide funds to reimburse up to $1,000 for childcare expenses provided at home or by licensed providers observing federal/state/county/UCI health guidelines during times when faculty complete virtual or physically located productivity activities. The calls for the grants were issued for 7/1/2020, 10/1/2020, 3/2/2021, and 7/2/2021 deadlines.
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Eligibility: UCI Senate faculty who are parents of children enrolled in grades K-6 (for the first two calls); eligibility expanded to child(ren) enrolled in grade 6 or under in March 2021 call.

2. Free Childcare

   In an effort to assist our essential employees who are required to work on-site during this unique and unprecedented period of time, UCI partnered with the YMCA to offer local child care services. Two locations were offered: Doubletree Hotel in Orange and Student Center on the UCI campus. Services were offered for children ages five through 12. Hours: 6:00 a.m. – 8:00 p.m. In effect from April through August, 2020.

3. Consultations with Groups of Concerned Faculty about Childcare Issues during Pandemic
   a. Meetings in July with Interim Provost Hal Stern, VPAP Diane O’Dowd and AVP for Faculty Development, Nina Bandelj

4. Campus Childcare Committee, with Faculty Representation
   a. Group across stakeholders convened to make a recommendation to Interim Provost Hal Stern and VC HR Ramona Agrela during Summer 2020

5. Additional Family Resources Announced November 9, 2020, via Zotmail
   https://families.uci.edu/

   In addition, we have partnered with Bright Horizons® to offer a new, high-quality, subsidized Back-Up Care™ Program and Additional Family Supports™ for all UCI faculty/academics, staff, resident physicians, and graduate students. The new Bright Horizons services are effective Nov. 1, 2020 through Oct. 31, 2021. 
   Bright Horizons Back-Up Care™ can be used anytime you need to be at work and a family member needs assistance or support. As a UCI employee, resident physician or graduate student, you may access up to 10 days of subsidized back-up care.

   All faculty/academics, staff, resident physicians, and graduate students also have access to the Bright Horizons Additional Family Supports™ program, which includes:

   a. Free access to Sittercity’s comprehensive database of self-pay services including nannies and sitters, pet care, housekeeping help, and virtual sitters
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b. Preferred enrollment for full-time child care at Bright Horizons centers

c. Valuable elder care resources through Years Ahead

d. Discounts on tutoring, test prep, and enrichment classes

e. Tuition discounts at partner centers

f. Discounts on a local, high-touch placement service of trained, screened nannies

B. Guidance to Chairs about Workplace Accommodations and Adjustments for Faculty
   [https://ap.uci.edu/covid19/covid-19-wellness-resources/addressingconcerns/]

The AP delivered workshops in which we discussed several scenarios that will help chairs discuss how to support faculty impacted by COVID-19 in their teaching, service and research. This was offered in three sessions:

1. Managing Workplace Adjustments and Accommodation during COVID-19 Pandemic for Faculty and other Academic Appointees Workshop
   Friday, August 21st, 10:00am - 11:30am

   a. Presentation Materials & Meeting Information:
      [https://ap.uci.edu/events/workplaceaccomodations/]

   b. Audience: Department Chairs, Chief Personnel Officers, Equity Advisors

   c. Number of attendees: around 80

2. Follow-Up Q&A Session from Managing Workplace Adjustments and Accommodations for Faculty and Other Academic Appointees Workshop
   Tuesday, August 25th, 3:00pm - 4:00pm

   a. Presentation Materials: None

   b. Meeting Information:
      [https://ap.uci.edu/events/managingworkplaceqa1/]

   c. Audience: Department Chairs and Equity Advisors

   d. Number of attendees: around 40
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3. Follow-Up Q&A Session 2 from Managing Workplace Adjustments and Accommodations for Faculty and Other Academic Appointees Workshop
   Thursday, August 27th, 11:00am - 12:00pm
   a. Presentation Materials: None
   b. Meeting Information: https://ap.uci.edu/events/managingworkplaceqa1-2/
   c. Audience: Department Chairs, Chief Personnel Officers
   d. Number of attendees: about 20

4. Department Chairs Quarterly Workshop — COVID-19 Policy Compliance and Faculty Accommodations
   Wednesday, October 21st, 10:00am - 11:30am
   b. Meeting Information: https://ap.uci.edu/events/fall2020chairworkshop/
   c. Audience: Deans, Associate Deans, Directors, Department Chairs, Chief Personnel Officers
   d. Number of attendees: over 90

C. Additional Guidance to Chairs about AP Review due to COVID-19 Impact

1. Academic Personnel Summer Updates Meeting
   Friday, July 24th from 10:00-11:30am
   b. Meeting Information: https://ap.uci.edu/events/2020summerupdatesmeeting/
   c. Audience: Deans, Department Chairs, Chief Personnel Officers
   d. Number of attendees: over 150
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2. Fall Kick-Off - Academic Personnel Review Process
   Wednesday, September 2nd 9:00-10:30am
   b. Website Location: https://ap.uci.edu/events/2020-fall-kick-off/
   c. Audience: Deans, Department Chairs, Chief Personnel Officers
   d. Number of attendees: no RSVP list but, over 90

D. Support with Faculty Internet Connectivity Issues
   1. In October 2020, the Committee on Faculty Welfare (CFW) alerted the Senate leadership that faculty are facing internet connectivity issues.
   2. AP worked together with OIT to survey other UC campuses on their programs and to develop a pilot program offering individualized consultations with faculty.
   3. After piloted individualized consultations between OIT specialist and ten Senate faculty, it was determined to pause this initiative due to lack of faculty demand and availability of alternative solutions.

E. Communication with Faculty
   1. Provost Hal S. Stern Townhall for Assistant Professors
      Wednesday, February 24th 3:00-4:00pm
      a. Meeting Information: https://ap.uci.edu/events/p-evctownhall2021/
      b. Audience: Junior Faculty