

Santa Clara University
Office of the Provost
December 9, 2020

Department Statements on Pandemic Impacts on Scholarship and Teaching
Process for Development, Review, and Storage

Documents Requested

Deans are asked to solicit two statements from each department in their school/college:

1. *Pandemic rider to scholarship standards*: A statement describing the impact of the pandemic on the discipline/subdisciplines, including issues of access to research spaces (labs, archives, studios, performance venues) or methods (fieldwork), impacts on travel and collaboration, and disruptions of the publication process.¹ This rider can be incorporated in existing scholarship standards.
2. *Teaching evaluation for online quarters*: A statement about the way teaching performance will be evaluated during online quarters, articulating the sources of evidence that will be used for evaluation and the weighting of various components (curricular innovation, syllabus design, advising, student evaluation).

We recommend that both statements be developed within the departments in conversation with all faculty members who will be evaluated by the standards (including full-time, fixed-term faculty and lecturers), and that deans assure some consistency across their school/college, particularly for the benefit of faculty teaching in multiple departments.

Deadlines

By December 15	Deans communicate document requests to departments
February 15	Departments submit draft statements to deans
March 1	Deans submit feedback to departments, copying Provost's Office
April 5	Provost's Office submits feedback to departments, copying deans
May 2	Departments finalize statements and submit to deans, copying Provost's Office

Background

In 2019-20, deans and departments were notified that they would need to revise their department scholarship standards during AY2020-21. That effort has been postponed due to the pandemic, although some departments have completed their revisions.

Scholarship

On the summer 2020 recommendation of several faculty members with experience on the rank and tenure committees, and on the subsequent endorsement of their recommendations by the Faculty Affairs Committee and the deans, the Provost asked departments to add a pandemic rider to their scholarship standards, explaining the impact

¹ The College of Arts & Sciences has developed templates for each disciplinary cluster in the college, in dialogue with department chairs; see [Pandemic Rider Templates for Discipline-Specific Standards of Scholarship 2020-21](#).

of the pandemic on their discipline for the benefit of outside reviewers.² Departments were asked to submit their existing standards with this paragraph to their dean and the Provost's Office for review. For the few departments that never developed scholarship standards, only the description of the impact of the pandemic on scholarship in the discipline is required at this time. Departments are urged to include all faculty subject to evaluation in the development of the document.

Teaching

At the same time, the evaluation of teaching has become more complicated, as faculty have had to reorient their efforts toward curricular and pedagogical innovation and as traditional measures of teaching effectiveness are either unavailable (faculty may opt in to use the SET for Winter, Spring, and Summer 2020³) or perceived as especially unreliable or inadequate. As with the scholarship criterion, the Faculty Handbook tasks faculty in the college, schools and divisions? to “develop, adopt and publish their respective clarifications” of the criterion of teaching (§3.4.2). On the recommendation of the Faculty Affairs Committee and with the agreement of the deans, the Provost has asked departments to articulate the basis of their evaluation of teaching, using the Faculty Development Program's [Guidelines for Evaluation of Teaching in 2019–20](#) as a resource and involving all faculty subject to evaluation in the development of the document.⁴ If a department has an existing Teaching Standards document, it need only add a pandemic rider describing adjustments to the evaluation of teaching for online quarters (though the entire standards document can be submitted). For departments that have not developed teaching standards, only the rider is required at this time.

Process for Developing and Submitting Standards/Riders

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| By December 15 | Deans communicate document requests to departments. Deans may develop templates or guidance for their departments, in dialogue with department chairs, suggesting impacts and adjustments. |
| January 4 to February 15 | Departments develop and submit draft statements to deans by February 15. These statements may be incorporated in existing scholarship and teaching standards, if such documents exist. |
| By March 1 | Deans review these documents and email feedback to departments by March 1, copying Provost's Office. |

² Lisa A. Kloppenberg, [Accommodations for Caregivers and Adjustments for Pandemic Impacts](#) (22 October 2020).

³ Lisa A. Kloppenberg, [Faculty FAQs](#), referenced in [Provost's Update on COVID-19: Spring 2020 Instruction](#) (18 March 2020); Kate Morris and Lisa A. Kloppenberg, [Update on Winter/Spring 2020 SET Data](#) (4 August 2020); Lisa A. Kloppenberg, [Accommodations for Caregivers and Adjustments for Pandemic Impacts](#) (22 October 2020).

⁴ Lisa A. Kloppenberg, [Accommodations for Caregivers and Adjustments for Pandemic Impacts](#) (22 October 2020); Lisa A. Kloppenberg and Kitty Murphy, [Additional Adjustments for Pandemic Impacts](#) (12 November 2020).

By April 5	Provost's Office (in consultation with the Faculty Affairs Committee) convenes a team of faculty with R&T or Senior Lecturer Promotion Committee experience to provide feedback to departments, copying dean.
By May 2	Department incorporates feedback and returns the final document to the dean; the department or dean copies the Provost's Office.
Ongoing	Provost's Office stores standards in an online repository.

This procedural document incorporates recommendations from the Faculty Affairs Committee and its Subcommittee on Lecturers and Adjuncts in Summer and Fall 2020 that were accepted by the Provost and communicated to the campus community in the emails noted above. The document itself was reviewed by the chairs of these governance committees before it was published, and was subsequently shared with these policy committees for their information.