ECAS Guidelines for COVID-19 Statement

Emory College of Arts and Sciences acknowledges that the COVID-19 pandemic has impacted our faculty and disrupted many professional activities. To address these concerns, we are providing the faculty with an opportunity to submit a one-page COVID-19 statement. This statement can be used to explain the impact of the pandemic on their research, teaching, and/or service when submitting materials for the following:

- Annual Faculty Activity and Merit Evaluation for both lecture track and tenure track faculty (statement can be uploaded through Interfolio/Faculty 180)
- Reappointment and Promotion Reviews of lecture track faculty (statement can be uploaded through Interfolio/Review, Promotion/Tenure)
- Annual Faculty Progress Review for tenure track assistant and associate professors (submitted to chair for now)
- Tenure and Promotion (pre-tenure, tenure, or promotion to full review) for tenure track faculty (statement can be uploaded through Interfolio/Review, Promotion/Tenure)

Submitting a COVID-19 statement is optional and faculty are not required to reveal their own personal or family health information, unless they wish to do so. Faculty may use this statement to:

- keep track of COVID-related disruptions to their research, teaching, and service
- share a summary of the possible setbacks in terms of productivity
- provide an assessment of the adjustments in their teaching or teaching load due to the transition to remote teaching
- provide an account of changes to their service obligations
- include all scheduled activities in your dossier that were canceled or postponed due to the pandemic (invited lectures, conference participation, etc.)
- describe adaptations they have made to their research, teaching and service, in response to the pandemic.
- reflect on how they have been able to overcome challenges brought on by the pandemic and how they have adapted or transformed their research, teaching, and service

Faculty are also reminded that course evaluations for Spring 2020 are not required for LTF or TT promotion dossiers, but may be included at the discretion of the candidate.

March 19, 2021