MEMORANDUM

TO: Presidents

FROM: Jay A. Perman

DATE: Wednesday, March 25, 2020

SUBJECT: Promotion and Tenure and the COVID-19 Public Health Crisis

I am asking each institution to follow the USM Policy on Appointment, Rank, and Tenure for Faculty (II-1.00) given the following principles:

1. The USM Policy on Appointment, Rank, and Tenure for Faculty (II-1.00) defines the general protocol and includes the definition of a “clock” for promotion and tenure decisions;

2. According to the USM policy, an institution may grant exceptions to that “clock” in a given situation with defined circumstances; and

3. If any exceptions are granted, the candidate must have, in writing, and in a timely fashion, the expectations for submission and review of the candidate.

As we are, indeed, currently in exceptional circumstances during this COVID-19 public health crisis, I anticipate that each institution would consider granting requests to extend the “clock” for certain tenure and promotion candidates. Because we must remain committed to carefully articulated requirements, procedures, and timelines, I expect that you or your delegated academic officers will use your discretion in granting these requests. It is essential that you document, in writing, the expectations of the candidate, as well as the participants in the review process.

Moreover, I would like for you to send Senior Vice Chancellor Boughman a list of the faculty for whom you have granted extensions in this year’s cycle on your campus, so we may have an understanding of the magnitude of the shift in this cycle’s review processes.

We must all be understanding as we move through these difficult and anxiety-producing times, and through careful communication and documentation, we will retain the integrity of our policies and procedures. We appreciate your tireless work.

CC: Provosts; Joann Boughman; Antionette Coleman