The University and the AASUA recognize that COVID-19 factors have created both additional workload pressures for administrators and staff members, as well as challenges with respect to fulfilling certain University responsibilities.

The parties have collaborated in a positive and respectful manner to develop these modified processes to address the impact of COVID-19 events on probationary periods, award of tenure/continuing positions and promotions, while adhering to the terms and conditions of the Collective Agreement. Every effort has been made to establish a straightforward approach that is fair to the staff members and allows for ease of administration for Faculties.

In our efforts to facilitate academic research, we have been particularly mindful of Article 3 of the Common Agreement regarding Academic Freedom. In particular, we stand by Article 3.03: “The parties to the Agreement agree to uphold and protect the principles and practices of Academic Freedom”. The modified processes are intended to do precisely that.

If you have any questions, please contact fsrel@ualberta.ca or hremps@ualberta.ca.

A. **Extension of Probationary Periods for Academic Faculty Members, FSOs and Librarians**

1. When faced with extenuating circumstances, a staff member may receive a one-year extension to their probationary period at any time in their first or second probationary period with the approval of the Provost, following consultation with the Association President. The approval is in accordance with:
   a. Schedule A for Academic Faculty Members, Article A1.03.2 and Section 8.07 of the Reference Manual for FECs;
   b. Schedule B for FSOs, Article B1.03.2; and
   c. Schedule C for Librarians, Article, Articles C1.03.2.

2. Due to circumstances related to the effects of COVID-19, a special one-year extension to a probationary period for FSOs and Librarians and to a second probationary period for Academic Faculty members (“COVID-19 Extension”) may be granted by the Provost, following consultation with the Association President. The COVID-19 Extension is to be effective for the period July 1, 2021 to June 30, 2022 for Academic Faculty and FSOs and in accordance with LEC timelines for Librarians.

3. The COVID-19 Extension will be in addition to any future extension considered for a staff member should extenuating circumstances arise within the probationary period. Such extensions should always be requested with due regard for individual Faculty/Library deadlines for submission of materials for tenure/continuing appointment packages.
4. The COVID-19 Extension will be in addition to any future extension considered for a staff member whose probationary period is affected by approved leaves in accordance with A5 for Academic Faculty members, B5 for FSOs and C5 for Librarians.

5. The Association and the University agree that, instead of making decisions for each case individually for the COVID-19 Extension, the Provost will only be required to consult with the Association President if there was a decision to deny the request. The Provost will not unreasonably deny the request after consultation with the Association President.

6. Staff members have until **May 15, 2020**, to submit their request to their Department Chair/Supervisor for a COVID-19 Extension for the period July 1, 2021 to June 30, 2022 for Academic Faculty and FSOs and in accordance with LEC deadlines for Librarians.

7. The staff member’s request will include a brief rationale describing how their progress has been and/or will be affected in the future due to COVID-19 factors.

**B. FEC/LEC Meetings and Deadlines**

1. Evaluation Committees will meet in Fall 2020/Winter 2021 to consider tenure/continuing/promotion decisions for those staff members who are eligible and are going forward.

2. Each Evaluation Committee has established deadlines for submitting documents for annual reviews and tenure/continuing position and promotion decisions. The Collective Agreement allows for flexibility in finalizing such decisions, therefore, the Evaluation Committees may decide to extend deadlines due to the effects of COVID-19.

**C. General Appeals Committee**

Decisions that are made by Evaluation Committees during their meetings regarding tenure/continuing position cases, promotion cases, as well as the related increment decisions made in Fall 2020/Winter 2021 may be appealed to GAC in accordance with A8.01, B8.01 and C8.01.

**D. COVID-19 Factors and Academic Activities**

1. Staff members’ responses to the requirements of COVID-19 during the latter half of the 2019-2020 academic year should be recognized, therefore, reporting of all activities related to University duties will be essential for future evaluation(s).

2. Evaluation of teaching will be multi-faceted and, while USRIs will not be used (at this point, for Winter 2020), consideration must be given to extraordinary measures that Instructors have had to take due to the change in delivery and assessment. Information is being developed to assist Instructors with documenting their extraordinary activities and contributions in detail for their annual reports. Refer to Teaching Strategies (during a Crisis).