

## Guidelines for Assessing COVID-

This document has been created as a companion document to *the Report of the "Micro" Task Force to Address COVID-19's Impact on Assessments of Academic Performance*. Its two principal objectives are:

- a) to support the ability of academic staff to communicate effectively, in contexts where their academic performance will be assessed, how COVID-19 may have affected their work and productivity; and
- b) facilitate the equitable assessment of academic performance by those responsible for making determinations of merit, reappointment, tenure, and promotion of academic staff (e.g., the Provost, Deans, Chairs/Directors, reappointment/tenure/promotion committees).

### 1) Governing principles

Multiple factors have come into play since the onset of the COVID-19 pandemic that may have affected academic performance and productivity. In many cases, the impact of these factors will endure, potentially for several years, even after we are able to resume, to the fullest extent possible, pre-pandemic academic life.

Academic staff seeking reappointment, tenure, and/or promotion

tenure, and promotion must consider whether and to what extent the onset of COVID-19 conditions affected academic performance. The bearing on performance will differ from one colleague to the next. Hence, those charged with performance assessment must make a reasonable assessment of the materiality of the circumstances affecting academic performance noted in an annual activity report (merit) or dossier (reappointment/tenure/promotion).

### 2) For academic staff: an opportunity to explain

In all situations where their academic performance is assessed, academic staff shall be given a meaningful opportunity to explain how COVID-19 affected their work whether in nature, scope, or pace. This opportunity one-page submission where academic staff may explain how COVID-19 exerted an adverse impact on performance/productivity. Chairs and Directors (or Deans in the case of Faculties without Departments) will



3) For Chairs and reappointment/tenure/promotion committee members: assessing with fairness and rigour

The explanations that colleagues provide pursuant to Point #2 above, in the contexts of merit and reappointment/tenure/promotion, must be considered and be given due weight in assessing academic performance.

Additionally, reappointment and tenure committee members charged with assessing the reappointment and tenure dossiers of tenure-track colleagues must follow the following principles:

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