



July 6, 2020

MEMORANDUM

TO: Rachel Solemsaas, Chancellor, Hawai'i Community College
Karen Lee, Interim Chancellor, Honolulu Community College
Louise Pagotto, Chancellor, Kapi'olani Community College
Joseph Daisy, Chancellor, **Kaua'i** Community College
Carlos Peñaloza, Chancellor, Leeward Community College
Lui Hokoana, Chancellor, Maui College
Ardis Eschenberg, Chancellor, Windward Community College

FROM: Erika Lacro
Vice President for Community Colleges

A handwritten signature in black ink, appearing to read 'Erika Lacro'.

SUBJECT: PEER EVALUATIONS AND COURSE EVALUATIONS FOR SPRING 2020

Given the extraordinary circumstances and wholesale shift of all courses and services to online/remote delivery in March 2020 due to COVID-19, please be advised that for the Spring 2020 semester, the usual Contract Renewal and Tenure application requirements of two peer evaluations per semester should be considered optional for the Spring 2020 term for both instructional and non-instructional faculty. Promotion applications may also be impacted by the disrupted semester and peer evaluations may not be available for Spring 2020.

Additionally, instructional faculty were given the option to not disseminate course evaluations in the Spring 2020 semester, therefore, course evaluations may not be included in the Contract Renewal, Tenure, and Promotion applications for the Spring 2020 term. Faculty should not be penalized or receive a negative evaluation for not having the required number of peer evaluations or course evaluations included for the Spring 2020 term. If an applicant doesn't feel prepared to be reviewed in Fall 2020, they have the option to request an extension, per the MOU between UH and UHPA, dated June 22, 2020 (based on President's signature).

Lecturers will also be impacted by the lack of peer and course evaluations for Spring 2020. If a lecturer received a peer and/or course evaluation prior to the disruption in March 2020, the documentation should be included in the annual lecturer evaluation.

c: Faculty Senate Chairs, UHCC
Christian Fern, UHPA
Sandra Uyeno, Director for Human Resources, UHCC

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