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To: SOM-FAC-ANNOUNCE@LISTS.UPENN.EDU

Subject: COVID-19-related Extension of Probationary Period: Tenure, CE, Research Tracks

Importance: High

Greetings!

Recently, you received several notifications regarding changes in the “Policy on Extension of the Probationary Periods that Apply to Granting of Tenure or Promotion to Associate Professor.” As you know, this policy provides the opportunity for an extension relating to the birth or adoption of a child, your serious medical condition or that of a family member, and the occurrence of a personal or professional catastrophic event. **The catastrophic event clause has been expanded to include COVID-19-related circumstances that impact your academic productivity.**

We have collected information and resources relating to this important change on the FAPD website accessible at <https://www.med.upenn.edu/fapd/updates-to-extension-policy-covid-19.html>. These include:

- Memorandum from Dr. Jameson 3/23/2020
- Memorandum from Provost Pritchett and Vice Provost for Faculty Anita Allen 4/2/2020
- Faculty Notification of Extension of the Probationary Period request form for PSOM faculty
- Policy on Extension of the Probationary Periods that Apply to Granting of Tenure or Promotion to Associate Professor (revised 11/6/19 to expand the catastrophe definition to include personal as well as professional catastrophe).

General reminder: Requesting an extension for any qualifying event included in the policy is **always recommended and encouraged** by the Provost, the Dean, and PSOM COAP. You may waive the extension if you and your department agree that you have achieved the requirements for promotion in your original mandatory review year.

In addition to the expansion of the catastrophic event clause of the policy to include COVID-19-related circumstances that impacted your academic productivity, other highlights include:

- A COVID-19-related extension **will NOT be counted** in the maximum of 3 requests permitted by the current policy. It will be counted as a separate event.
- The length of time that we will be affected by COVID-19 is unknown so the impact on academic activities is unknown. **You will have the opportunity to request this optional extension within one year of the COVID-19-related catastrophic event and before the commencement of your original mandatory review year.**
- **If your mandatory review year is academic year 2020-21, you must apply for this extension no later than June 30, 2020.** Faculty whose mandatory review year is 2019-20 are not eligible for any extensions.

Submitting a request is quite simple.

- Access the extension form for PSOM faculty on <https://www.med.upenn.edu/fapd/updates-to-extension-policy-covid-19.html>.
- Check the A.4 box, the attestation beneath it, and complete the rest of the requested information.
- Attach a brief description of the COVID-related circumstances that impacted your academic productivity.
- Submit the completed form to your department chair and the form will be submitted by your department to FAPD. The review and approval process by PSOM and the Provost will be expedited. Unlike other requests by PSOM faculty for extensions under the catastrophic event clause, a separate investigation by a faculty committee will generally not be required. An administrative review by FAPD will be conducted.

Other COVID-19-related updates:

- In those cases where the events at which you have been invited to speak have been cancelled, PSOM COAP has requested that you list those invitations on your FEDS CV and note that the event was cancelled.
- Unfortunately, a number of the FAPD *Advance* faculty professional development programs have had to be cancelled due to lack of facilitators and content contributors.
 - Some faculty may be unable to complete the On-boarding for Teaching Program required for evaluation for reappointment due to COVID-19-related reasons. Those cases will be reviewed on a case-by-case basis.

Be assured that PSOM COAP and the Provost's Staff Conference and Provost's Staff Conference subcommittee continue to meet as scheduled. Also, FAPD is business as usual -- although the conduct of business may be a bit unusual!

Finally, on behalf of my colleagues in administration, I would like to offer our profound gratitude and admiration for your exceptional dedication and courage during these challenging times. Stay safe and healthy!

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