

# COVID MOU #3 BOT Proposal #03 (2021-04-07)

## Statement

During the current global health emergency brought on by the coronavirus pandemic, the UFF-UCF faculty union and the UCF Board of Trustees are committed to maintaining the productive and efficient operation of the University in a safe and healthy environment. Local, state, federal, and international health organizations recommend social distancing and wearing masks or facial covering as effective immediate responses to reducing the spread of coronavirus. This agreement acknowledges those recommendations. To this end, we agree that the following terms and conditions shall remain in effect until the state of Florida declares an end to the emergency, escalates the emergency, or **August 7, 2021**, whichever comes first. During this period, as a best practice, the University agrees to use its best efforts to inform all UCF employees and students on its crisis management response through email and the university's COVID-19 webpage, [ucf.edu/coronavirus](https://ucf.edu/coronavirus).

## Assignment/Evaluation

Current faculty, staff, and students rely on college and university education for their present and future livelihoods. Florida and the nation depend on educated and skilled workers beyond the pandemic. We shall strive to continue investing in UCF during the economic downturn. We recognize that reductions in University funding can have a negative impact on our local economy.

- 1 The University shall permit faculty whose supervisor has determined that the employee's assignment does not require them to return to campus to work in a remote setting through August 7, 2021.
- 2 Labs and offices shall remain open to the extent allowed by law and/or emergency orders. Research procedures and safety protocols should remain in place, such as the practice of conducting symptom and exposure monitoring every day before coming to campus through the COVID Self-Checker.
- 3 Given the uncertainty arising from COVID-19, it is possible that assigned activities for summer 2021 may change. Such changes shall be communicated to faculty by April 15, 2021, or as soon as is practicable.
- 4 Supervisors should, in alignment with their department/unit's AESPs, take into account the fact that research routines have been disrupted due to the pandemic in evaluating faculty in annual evaluations and promotion portfolios. Where quantitative research measures are explicitly or implicitly present in the AESPs, they shall be proportionately considered during annual evaluation. For example, if an AESP requires a faculty member to publish at least three journal articles per year to earn a rating of Outstanding and the chair/director recognizes that data collection for the faculty member's research has been impacted by COVID, the chair/director

42 could rate the faculty member Outstanding in research with two or more journal  
43 articles published. Faculty are encouraged to have proactive discussions with their  
44 chair or immediate supervisor regarding impacts to their research or creative  
45 scholarship. Supervisors are encouraged to request a consultation meeting with a  
46 faculty member to review their online teaching.

- 47 5 Should a course need to transition to another modality during the spring 2021  
48 semester or summer 2021 term(s) due to the health of the instructor or to the state  
49 of the pandemic, the University shall use best efforts mitigate the disruption and any  
50 adverse results for the students or the faculty.
- 51 6 The University shall continue to provide support and training for remote instruction.

### 52 53 Intellectual Property Rights

- 54 7 Instructors shall maintain rights to all course content, including content required to  
55 be presented in an online format as provided in Article 18 of the UCF Collective  
56 Bargaining Agreement.

### 57 58 Tenure and Promotion

- 59 8 Due to the unique circumstances of COVID-19 and the many challenges our faculty  
60 are facing during this time, UCF is providing the opportunity for tenure-earning  
61 faculty to apply to extend their tenure-earning period by one year.  
62 Presently employed tenure-earning faculty hired between April 1, 2020 and  
63 December 22, 2020, who will apply for tenure during or after the 2021-2022  
64 academic year are eligible to apply for and extension. Those excluded from this  
65 opportunity are faculty who have already been considered for tenure this academic  
66 year (that is, those who submitted their dossier in Fall 2020), faculty members who  
67 were hired prior to 4/1/2020, faculty members who were hired after 12/22/2020,  
68 and faculty who have been notified of non-reappointment.

69  
70 To facilitate this process, a special COVID-19 tenure clock extension application form  
71 is posted on the Faculty Excellence webpage – [www.Facultyexcellence.ucf.edu](http://www.Facultyexcellence.ucf.edu). In  
72 addition, some FAQs will be posted to the Faculty Toolkit  
73 <https://www.ucf.edu/safety/coronavirus/faculty-toolkit/>.

74  
75 Key information includes:

- 76 • This tenure clock extension is optional.
- 77 • Eligible faculty who are on track to submit their dossier in August 2021 must  
78 submit the application form by July 1, 2021.
- 79 • Eligible faculty on track to submit their dossier in August 2022 or later must  
80 submit the form by October 1, 2021.

- 81
- All requests submitted by eligible faculty will be approved.
  - If the faculty member later decides to not use the additional year, they may forego the additional year provided by the extension.
- 82
- 83
- 84

85 Tenure-earning faculty who are not eligible for this tenure clock extension opportunity may  
86 still apply for a tenure clock extension, with supporting documentation, using the standard  
87 form on the Faculty Excellence website:

88 <https://facultyexcellence.ucf.edu/document/tenure-clock-adjustment/>. Such requests are  
89 reviewed on a case-by-case basis.

90

### 91 Public Health and Safety

92 9 On-campus innovations to combat the virus require funding to protect the health  
93 and safety of students, faculty, and staff who return to campus for hybrid or face-to-  
94 face classes. To date, the University has already invested in, for example, upgrades  
95 to its facilities, increased cleaning, and training in health protocols for all faculty,  
96 staff, and students who will be returning to campus. It has taken extensive measures  
97 to mitigate risk and prevent the spread of COVID 19. A description of the health and  
98 safety precautions being taken by the University may be found at the University's  
99 Coronavirus website: [ucf.edu/coronavirus](https://ucf.edu/coronavirus).

100

### 101 Security, Space, and Maintenance of Equipment

102 10 The University shall consider all requests for additional technology and materials  
103 required for faculty to meet their teaching, research, and service obligations. The  
104 faculty member understands that all equipment, records, and materials provided by  
105 the University shall remain the property of the University.

106 11 All UCF equipment will be serviced and maintained by UCF to the extent possible  
107 given the limitations imposed by the current health emergency.

108 12 Faculty agree to report to their department chair or immediate supervisor, the  
109 incidence of lost, damaged, or unauthorized access of UCF equipment or systems at  
110 the earliest reasonable opportunity, including any work-related accidents.

111 13 The University shall reimburse faculty or professional employees who are instructed  
112 by their supervisor to purchase items or use P-cards to purchase such materials.  
113 Documentation will be necessary for reimbursement.

114

### 115 Social and Emotional Well-being

116 14 Prolonged physical distancing, isolation, death, and illness in our families and  
117 communities, and economic disruption may leave many employees with ongoing  
118 trauma and mental health issues. To promote a healthy environment, the University  
119 has provided a comprehensive website that provides the most recent UCF related

120 COVID information. Faculty are encouraged to visit [ucf.edu/coronavirus](https://ucf.edu/coronavirus) for the  
121 latest information. In addition, anyone who experiences stress, anxiety, depression,  
122 relationship or family issues, or any other mental health or life issue is encouraged to  
123 seek help through the University's Employee Assistance program, either by calling  
124 toll-free: **877-240-6863**, or by accessing the website  
125 [HealthAdvocate.com/members](https://HealthAdvocate.com/members).  
126

### 127 Safe Working Conditions

128 15 The University shall consider any high-risk factors for COVID-19 that faculty  
129 members self-identify when making decisions about returning to campus. If the  
130 faculty member falls into one or more "at-risk groups" as defined by the CDC, after  
131 providing the appropriate documentation required, they may request to remain at  
132 home and work remotely. Faculty members with household members who fall into  
133 one or more "at risk groups" may request to remain at home and work remotely  
134 after providing the appropriate documentation. It is possible that an employee's  
135 typical assignment requires at least some presence on campus, and therefore all  
136 requests shall be evaluated on a case-by-case basis. Employees with disabilities who  
137 are in need of an accommodation due to the pandemic are encouraged to contact  
138 the Office of Institutional Equity. Employees with serious health conditions who are  
139 unable to perform any essential functions of their job due to the pandemic should  
140 contact Human Resources.

141 16 Employees are encouraged to use any COVID-19 related leave that becomes  
142 available under a federal or state mandate when they are eligible. Information about  
143 any such leave will be communicated to all employees, including on the university's  
144 Coronavirus webpage, [ucf.edu/coronavirus](https://ucf.edu/coronavirus). Employees are encouraged to  
145 communicate with their supervisors and/or Human Resources about alternative or  
146 flexible working arrangements to accommodate caregiving responsibilities. The  
147 University has asked supervisors to be as flexible as possible with employees'  
148 schedules, and will make a good faith effort to grant an employee's request.  
149

### 150 Communication

151 17 As long as this MOU is valid, email communication will suffice in all cases where  
152 certified mail or personal delivery is required by the CBA. An electronic delivery  
153 receipt will be considered proof of receipt by the recipient.

*For BOT: Sherry Andrews*

*For UFF: Talat Rahman*

***Date :***