

COVID Impact Statement Guidelines

The COVID-19 global pandemic has affected every facet of life including faculty work. Drexel University's faculty have made, and continue to make, significant adjustments to their work in light of the pandemic. In consultation with the Faculty Senate Committee on Faculty Affairs, Provost Jensen is providing faculty members the option to develop a COVID Impact Statement, which can be added to the materials prepared for faculty personnel actions, including annual review, reappointment, promotion, and tenure. These statements can be submitted beginning with the AY 2021-22 cycle. A COVID Impact Statement may be submitted at the sole discretion of the faculty member and is not required as part of the evaluation for faculty personnel action.

The COVID Impact Statement provides an opportunity for faculty to describe the effects of the pandemic on their work activities and the types of work outcomes they were able to achieve. The impact could be positive or negative and may vary from one part of a faculty member's portfolio of activities to another (e.g., the pandemic may have provided more time for scholarly writing, while it may have also created additional challenges related to teaching remotely). Evaluators are asked to consider these individualized impacts as they apply departmental and college standards in faculty evaluation processes. Evaluators are also asked to recognize the individualized impacts of COVID and avoid universalizing these statements; for example, the same factor that presented an opportunity for one candidate may have presented a hardship for another.

Developing an Impact Statement

The Faculty Annual Review materials and the Promotion and Tenure materials are being amended to allow the inclusion of an additional 1-2 pages to the materials for the COVID Impact Statement. Faculty submitting a COVID Impact Statement should make sure to address the ways in which the pandemic has affected their ability to perform all of the duties specified in their letter of appointment. COVID Impact Statements may not exceed two pages (roughly a thousand words) in length.

For each realm of responsibility that has been affected, the faculty member may summarize changes in practice that affected productivity, including, but not limited to:

- Opportunities to demonstrate innovation and creativity;
- Modifications or increases to workload, activities or approaches;
- Canceled or delayed events, activities or work products;
- Reduced access to facilities, locations, personnel or partners;
- Opportunities to address emergent issues related to the pandemic and/or
- "Invisible" service to sustain departmental or other operations or to support students.

Impacts should be addressed in detail in the faculty member's COVID Impact Statement as well as in the departmental, department head, college, and/or dean's assessments.



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In addition, each faculty member at their discretion may use the COVID Impact Statement to address personal circumstances that affected overall productivity (i.e., increased caregiving demands) as well as other observed effects on productivity that may fall outside of specific realms of responsibility. Adding information about personal circumstances is entirely optional.