

## MEMORANDUM OF UNDERSTANDING

**WHEREAS** UNF and UFF “acknowledge the continuing concerns brought on by COVID-19” (Chally 9.20.21) have presented challenges for the UNF faculty in the conduct of their activities in the Fall 2021 semester and Spring 2022 semester.

**THEREFORE**, UNF and UFF agree to the following:

(1) The provisions for **course content ownership** and **online conferences** in the Memorandum of Understanding agreed to by UNF and UFF on September 3, 2020 shall be updated and extended to apply to the Fall 2021 and Spring 2022 semesters, as follows.

**Course content ownership.** The University of North Florida and the United Faculty of Florida ("the parties") agree that faculty will have ownership of the faculty-created content of any course that was converted from an in-person delivery to a remote format as a result of the response to the COVID-19 pandemic for the Fall semester of 2021 and Spring semester 2022.

**Online conferences.** For Fall 2021 semester and Spring semester 2022, attendance online to an approved conference will be regarded the same as in-person attendance.

(2) The provisions for **annual evaluation portfolio/annual report of activities format, ISQ results, COVID statement, COVID Chair’s statement, inclusion and use of ISQs** in the Memorandum of Understanding agreed to by UNF and UFF on February 12 and 16, 2021 shall be updated and extended to apply to the Fall 2021 and Spring 2022 semesters, as follows.

**Annual evaluation portfolio/Annual report of activities format.** The University of North Florida and the United Faculty of Florida (the "Parties") agree that department chairs/unit supervisors responsible for the annual evaluation of faculty shall provide each faculty member an opportunity in the faculty member's annual evaluation portfolio (or annual report of activities in the case of Library faculty) to address the impact of the COVID pandemic on the performance of their assignment of responsibilities in teaching, research/scholarship and other creative activities, professional service, and other duties assigned for the year. A faculty member shall have the option to include a self-rating in the Annual Evaluation Portfolio or Annual Report of Activities including the specific impact of the COVID Pandemic in each area of their assigned responsibilities. The department chair/unit supervisor shall complete the annual evaluation of the faculty member taking into account the information provided by the faculty member and in particular information describing the impacts of the COVID pandemic. Each department chair/unit supervisor shall be provided documentable guidance from the administration on how to take into account the impact of the COVID pandemic.

**ISQ results.** ITS will insert the following statement for all ISQ results pages for Fall 2021 and Spring 2022 ISQ administration:

**ISQ results for AY 2021-22 may have been impacted by the COVID-19 pandemic teaching/learning environment**

**COVID statement.** A faculty member's annual evaluation from the department chair/unit supervisor shall include the statement "COVID-19 PANDEMIC YEAR" or "RESULTS MAY HAVE BEEN IMPACTED BY THE COVID-19 PANDEMIC TEACHING/LEARNING ENVIRONMENT." The statement shall be inserted as a watermark on each page of the annual evaluation from the chair/supervisor. Faculty may, if they desire, also mark any items submitted in their Annual Evaluation Portfolio/Annual Report of Activities in a similar manner.

**Teaching, research and service Covid-19 chair statement** (appropriately revised to include AY 21-22) shall be inserted as the first page of a faculty member's annual evaluation.

“It should be recognized that the Covid-19 pandemic has affected the academic community, particularly in higher education. The disruption in normal activities has impacted, to some varying degree, the majority of faculty in areas of Teaching, Research and Service. In most cases efforts in teaching have increased due to a shift towards Distance Learning, Remote Instruction and/or Hybrid delivery methods in AY21-22. Additionally, face-to-face didactic, laboratory and studio instruction has been impacted by infection control guidelines. Rapidly developing and facilitating innovative teaching for online and face-to-face delivery requires an enormous amount of time and energy. Next, an impact may likely be evident in Research, Scholarship and Creative Activity (RSCA) production due to the reduction in Professional Development funding and closure, cancelation and/or postponement of many RSCA outlets, and restriction in human subject research. Additionally, the time and effort put into teaching can disrupt hours normally spent on research efforts. While it should be noted that some RSCA can continue normally, the scope of the disruption brought on by the pandemic has caused inevitable impacts on a large percentage of UNF faculty. Finally, service efforts may have changed from previous years during this timeframe. Therefore, it should be noted that an increase in teaching effort, an expected reduction in RSCA and change in service efforts may be discernible during this period. *Annual Evaluations and Promotion and Tenure Appraisals will be impacted as noted above. In an effort to inform future evaluators, this statement can be utilized by Department Chairs to indicate Covid-19 disruptions in both faculty evaluations and P&T Appraisals.*”

**(3) Inclusion and use of ISQs and other impacts related to the COVID-19 pandemic.**

The parties agree that impacts associated with the inclusion of ISQs in the Annual Evaluation Portfolio or Annual Report of Activities and their use in the annual evaluation process, as well as other impacts affecting wages, hours, and terms and conditions of employment related to the COVID-19 pandemic identified by either UFF or UNF, may be raised at future impact bargaining session(s) during the exigency of the COVID

pandemic. If raised, the parties will engage in good faith impact bargaining on these topics as to their impact on wages, hours, and terms and conditions of employment.

(4) The parties retain all other collective bargaining agreement rights. Nothing in the above agreement shall be construed as a waiver of the right to bargain future impacts from the COVID-19 pandemic or any other collective bargaining rights.



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United Faculty of Florida

January 21, 2022

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Date



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University of North Florida

January 21, 2022

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Date