

MEMORANDUM OF UNDERSTANDING

WHEREAS, the University of North Florida Board of Trustees ("UNF") and the United Faculty of Florida at the University of North Florida ("UFF") seek to clarify the manner in which faculty members' annual assignment of responsibilities in teaching, research/scholarship and other creative activities, professional service, and other duties assigned for the academic year 2020-2021 are evaluated due to the exigency of the COVID-19 pandemic; and

WHEREAS, the University of North Florida and the United Faculty of Florida agree on these actions that do not amend the current UNF-UFF Collective Bargaining Agreement ("CBA") but clarify its application during the period of the pandemic;

NOW THEREFORE, UNF and UFF enter into the following Memorandum of Understanding:

- 1. 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.
- 2. ISQ Results.** ITS will insert the following statement for all ISQ results pages for faculty AY 2020-21 and Summers 2020-21 ISQ administration:

ISQ results for AY 2020-21 may have been impacted by the COVID-19 pandemic teaching/learning environment
- 3. 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.
- 4. Teaching, Research and Service Covid-19 Chair Statement, AY20-21** (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

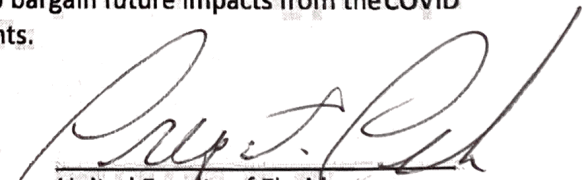
teaching have increased due to a shift towards Distance Learning, Remote Instruction and/or Hybrid delivery methods in AY20-21. Additionally, face-to-face didactic, laboratory and studio instruction has been impacted by infection control guidelines. Rapidly developing and facilitating innovative teaching 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.*"

5. **Inclusion and Use of ISQs.** 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 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.

6. **Prior Memorandums of Understanding.** The Memorandum of Understandings agreed to by the Parties on September 3, 2020 (# 1, 2, and 4) shall be extended to apply to the Spring and Summer semesters of 2021. The Parties acknowledge that the Memorandum of Understanding agreed to on June 29, 2020 applies during the exigency of the COVID-19 pandemic and therefore extends to at least the spring and summer semesters of 2021, with the following modifications to eliminate dated language:
 - a) Paragraph 3: Omit the word "fall".
 - b) Paragraph 5: Omit the clause "in the Fall Semester 2020"

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7. 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.


University of North Florida


United Faculty of Florida

February 13, 2021
Date

2/16/21
Date