



CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF FACULTY AFFAIRS

To: Probationary Faculty Members

From: Patricia Pérez, Associate Vice President, Faculty Affairs

Date: October 31, 2023

Re: Option to Extend Probationary Period Due To COVID-19 Impact

Probationary (tenure-track) faculty members, who started in January 2021 or earlier, and who will continue in probationary status in 2024-2025 are eligible for a one-time, one-year long extension of their probationary period due to the impact of COVID-19. In determining whether to take advantage of this extension, each probationary faculty member should seek guidance from their department chair. A probation extension due to COVID-19 may be requested for the 2024-2025 academic year. Faculty members who elect this extension will submit a C-19 Professional Development Plan (C-19 PDP) rather than undergoing their scheduled evaluation during the 2024-2025 academic year. A [C-19 PDP](#) will provide an opportunity for faculty members to articulate how, if at all, each of the three areas of evaluation was or is being affected by the COVID-19 disruption, and what steps were and will be taken to mitigate the impact to meeting policy requirements for receiving reappointment, tenure and/or promotion.

The deadline for probationary faculty members to notify Faculty Affairs of electing an extension is **September 2, 2024**, for the 2024-2025 academic year.

- Probationary faculty members scheduled to undergo a Periodic “Mini” Evaluation, Retention, Tenure, or Tenure and Promotion review during the 2024-2025 academic year will submit a C-19 PDP during the 2024-2025 academic year in lieu of their scheduled periodic or performance evaluation. The [submission deadline](#) is December 20, 2024.
- The periodic or performance review scheduled for the 2024-2025 academic year will be postponed to 2025-2026 with the standard review schedule to resume thereafter.

Please note the following conditions to the extension of the probationary period apply:

- The extension of the probationary period within the parameters/scope of this memo is irrevocable.

- The probationary period will be extended by one (1) year beyond the normal probationary period of six (6) years of full-time probationary service and credited service specified in Article 13.3.
- Should an extension be received, a tenure and/or promotion review requested prior to the final probationary year will be considered early and the enhanced criteria for early tenure and/or promotion will apply.
- The extension of the probationary period does not guarantee retention during and/or up to the conclusion of the newly established probationary period nor does the extension guarantee tenure.
- Only faculty who started their tenure-track appointment at CSULB in fall 2021 or earlier will be eligible for a future extension of the probationary period. Faculty who started their tenure-track appointment at CSULB in spring 2022 or later are not eligible for the Option to Request Probationary Period Due To COVID-19 Impact.
- Academic Year 2026-27 is the final year that eligible faculty will have the opportunity to be granted an extension of the probation period due to COVID-19 Impact, and the request to extend the probationary period in AY 2026-27 should be made by September 1, 2025.

To inform Faculty Affairs that you have elected an extension to your probationary period for 2024-2025, download the [request form](#); enter your name, employee ID, department, and date; then email the form to your department chair. The department chair enters their name and date on the form, which acknowledges they are aware of the probationary extension, and then the chair emails the form to the Dean. The Dean enters their name and date on the form, which acknowledges they are aware of the probationary extension, and then emails the completed form to Faculty Affairs at COVID19-Faculty-Info@csulb.edu by **September 2, 2024**. All emails must be sent from and to a CSULB email address. Requests from non-CSULB email addresses will not be accepted.

Should you have any questions regarding this process or the impact of an extension on your evaluation schedule, please contact somone.washington@csulb.edu.

Faculty Members on Leave

The option to extend the probationary period due to COVID-19 within the parameters of this memo may differ for probationary faculty members already on approved leave during the request period. Questions regarding this policy or the process for requesting an extension of your probationary period if you are on an approved leave should be directed to facultyleaves@csulb.edu.