



## DOCUMENTING FACULTY WORK ACTIVITIES

### IMPACTED BY COVID-19

This document lists specific faculty work activities in the areas of teaching, research/creative activities, and service that may have been disrupted or impacted by COVID-19. Faculty members, especially those who are being evaluated for promotion or tenure in the coming years, might wish to begin systematically documenting these impacts, such that the information can be easily accessed during annual reviews, input into faculty activities reporting, and/or used in promotion and tenure dossiers.

*Note: Corresponding data screen in Digital Measures is noted in italics at the end of each work activity listed.*

#### TEACHING

- Added work in teaching (total number of hours spent revising/preparing for online teaching each course; number of hours per week in teaching additional sections or meetings with students individually/in groups; additional hours beyond the usual in training/meeting with TAs). *Digital Measures: Scheduled Teaching*
- Course overloads - specify reason, kind.
- Significant additional time (average per week or month) spent advising/counseling students or advocating for students regarding mental or physical health, technology challenges.
- Changes in additional time spent in mentoring graduate students facing COVID-19 related impacts. *Digital Measures: Research Advising*
- Workshops, trainings, and other professional development related to online teaching and learning. *Digital Measures: Continuing Education, or Digital Measures: Teaching Innovation*

#### RESEARCH/CREATIVE ACTIVITY

- Fellowships/other prestigious research/creative activities you applied for or intended to apply for which were cancelled. *Applied for: Digital Measures: Other Proposals, Digital Measures: ORA-Managed Proposals; intended to apply – personal statement in Workflow.*
- Online conferences you attended or speaking engagements or performances you had but where usual networking opportunities were lost; or where conferences/performances were held but you could not attend per UMD, state, national, or international travel restrictions or health conditions precluded your attendance. *Presentations*
- Time spent in pivoting to new/COVID-related issues/subjects.
- Challenges to research/creative activity (could not conduct planned field research, lost funds for equipment or other resource issues either because of diversion of funds for COVID activities or budget cuts; lost data such as in a lab; lost access to data/lab/studio/research subjects; additional time to restock and/or reopen lab or studio; collaborators/assistants/partners unavailable. *Digital Measures: ORA-Managed Awards, Digital Measures: Other Awards and Gifts*
- Challenges to publishing (journal issues or books delayed or stopped) or performance (venues closed). *Digital Measures: Publications; Digital Measures: Creative Scholarship*

#### SERVICE

- New responsibilities assigned/taken on either virtually or during return to campus (e.g., staff advising office once a week; virtual commencement). *Digital Measures: University Service*

- Ad-hoc committees, work groups at the department, college, and university level and within professional societies related to return-to-work, virtual learning, etc. *Digital Measures: University Service*



This list was adapted from:

Gonzales, L.D., & Griffin K.G. (2020). Supporting Faculty During & After COVID-19: Don't let go of equity. *Aspire Alliance*. <https://drive.google.com/file/d/1WQrIG6LsR04jGASfF6Z8WVxl4RIRpsMj/view>

Malisch, J. L., Harris, B. N., Sherrer, S. M., Lewis, K. A., Shepherd, S. L., McCarthy, P. C., ... & Ramalingam, L. (2020). Opinion: In the wake of COVID-19, academia needs new solutions to ensure gender equity. *Proceedings of the National Academy of Sciences*, *117*(27), 15378-15381.

UMass Amherst ADVANCE Program (2020). Documenting pandemic impacts: Best practices. <https://www.umass.edu/advance/sites/default/files/inline-files/UMass%20ADVANCE%20COVID-19%20Tool%20August%2017%202020%20Final.pdf>