

# COVID-19 PROFESSIONAL IMPACT STATEMENT

## ANNUAL FACULTY EVALUATION – 2022-23

A COVID-19 Professional Impact Statement (COVID-19 Statement) is an *optional* statement that can accompany the Faculty Report submitted by a faculty member for the Annual Faculty Evaluation.<sup>1</sup> This statement can describe the ways in which the faculty member experienced disruptions that affected teaching, scholarship or research, and service commitments both internally and externally. This statement may not only include negative disruptions but also benefits or beneficial outcomes that occurred during the pandemic. The question being addressed in this statement is how was your professional life changed or affected during the evaluation period because of COVID-19? The statement should be no longer than 2 pages and this statement will be used by reviewers to contextualize the faculty member’s performance and contributions for the 2022-23 academic year.

### **What is the purpose of the COVID-19 Professional Impact Statement?**

The purpose is to provide faculty with a way to document the real impact of COVID-19 on their workload, productivity, and professional opportunities during the academic year. COVID-19 affected everyone in different ways and this statement allows the faculty member to explain how COVID-19 was detrimental to achieving professional goals or on the other hand, unexpectedly beneficial. The expectation is that the reviewer will consider the COVID-19 Statement to evaluate the faculty member’s performance during this academic year with a more informed perspective of how COVID-19 impacted the faculty member.

### **What should a COVID-19 Professional Impact Statement contain?**

“The *COVID Professional Impact Statement*:

- Should include time period (**ONLY**– not the reason) for approved medical or personal leaves related to COVID.
- Should describe the faculty member’s workload, performance, and trajectory prior to COVID.
- Should **not** contain **ANY** personal information (e.g., dependent care inaccessibility challenges, personal or dependents’ health information, etc.).
- Should describe the impact that COVID has had on workload and professional opportunities and the resulting impact on faculty productivity, performance, and trajectory in each of the relevant areas of specialization (research and creativity, teaching, advising, service, awards).
- Should describe how the faculty member has adjusted or plans to adjust their work in light of COVID’s professional impact to continue or re-build their trajectory.
- Should not be longer than two pages.”
- May detail different kinds of professional impact on faculty work (negative and/or positive effects).”

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<sup>1</sup>Portions of the content of this document were adopted from the University of Texas at Austin COVID-19 Professional Impact Statement.

**What are examples of professional impacts (positive and negative) that might be included in the COVID-19 Statement?**

See the document prepared by the University of Massachusetts at Amherst on documenting pandemic impacts. See [Documenting Impacts of the Pandemic: Best Practices](#).

**Is the COVID-19 Professional Impact Statement required for the annual evaluation?**

No. This statement is *optional* and will not be held against a faculty member if the faculty member chooses not to include the statement as a part of submission for the annual evaluation. These COVID-19 impacts could also be included in the Faculty Activity Report when discussing teaching, scholarship, or service during the annual evaluation period. This COVID-19 Statement is a way to document now the impacts that COVID-19 had on your professional life during this academic year with examples or details that may be lost or forgotten in the future. The pandemic has not affected everyone equally or in the same way. There will be faculty who carried a heavier and more complicated burden during the pandemic than others. Again, this is a way to capture that information and provide a fuller context for your professional accomplishments and challenges during this evaluation period. However, this is *your choice* and again, will not be held against you if you choose not to include a COVID-19 Statement.

If you have any further questions about this Impact Statement, send an email to [facultydevelopment@howard.edu](mailto:facultydevelopment@howard.edu).