

July 24, 2020

GUIDANCE FOR FACULTY

The document below is organized into sections: Faculty Adaptations, Teaching, Offices and Meetings/Service, and Research/Scholarship. It reflects the most accurate information we have at this time. As circumstances continue to change, we will continue to adjust our response and continue to update you.

FACULTY ADAPTATIONS

- Given that P-12 school systems have begun to announce their plans for fall, faculty with childcare concerns may continue to submit a faculty adaptation request to teach their courses in a hybrid format or fully online. Please fill out [this form](#) and send to hrCOVID19@longwood.edu. These requests are due by Monday, August 3.
- Only those faculty who have received an approved teaching adaptation (due to health-related risk factors, caretaker status, or childcare reasons) or who have been asked to convert their course online due to spacing limitations may switch one or more of their courses to fully online.
- Other changes to move courses fully online will be made at an institutional level, based on guidance from the Virginia Department of Health (VDH) and University protocols. This may mean that classes in a certain building will shift to online temporarily or, in more serious situations, the institution may need to move everything online temporarily.
- Faculty members who received an approved adaptation (due to health-related risk factors or caretaker status) to transition to an online format partway through the semester must consult with their department chair and dean before doing so. The dean will forward information about this change in format to the Provost.

TEACHING

Classrooms – Physical Distancing

- Furniture in classrooms is being moved to follow guidelines for social/physical distancing, and slight adjustments are continuing to be made. Once furniture is placed in classrooms, it cannot be moved for small group work or other group activities. Seating spaces that cannot be used are marked with signs or taped off. Classroom spaces that have undergone these moves have a sign on the door. Please do not move any furniture in these rooms. If you have a question about a furniture arrangement, please contact Dr. David Shoenthal.
- Social/physical distancing guidelines have severely restricted our ability to host classes of 18 or more students in one room at the same time. Dr. David Shoenthal has requested prioritized lists of courses for bigger spaces from department chairs. He will continue to work closely with them as room capacities are finalized and tentative room assignments are made to ensure that program needs are being met.
- Depending on the size of their class, faculty should be prepared that they may not be in the same room or building in which they were originally scheduled to teach. New room assignments will begin to be made next week, and faculty will be notified as soon as possible whether their classroom has changed.

- If all students in a course cannot be in the same room due to University standards for social distancing, then the faculty member needs to design the course so that students can have a mixture of in-person and remote experiences (see Teaching Formats below).

Classrooms – Technology

- New document/web cameras have been installed in most classrooms; that work should be completed early next week. These cameras enable faculty to broadcast their course via Zoom and also to record the course.
- DEC staff are developing instructions for faculty to use those cameras and tips for teaching on Zoom while also conducting class. There will also be professional development opportunities available throughout the remainder of the summer and during the fall. Those instructions and the schedule of workshops will be available by the end of next week.
- DEC is working to ensure that recorded classes can be stored via cloud storage through Canvas. In that way, the recordings can easily be shared across all courses in which a faculty member is enrolled as the teacher within Canvas. Training on Canvas, Panopto, and Studio are being offered throughout the summer and into early fall.

Teaching Formats

- As we shared with you in June, faculty should be prepared to be flexible in their instruction and to provide for continuity of instruction in case students should be absent because of COVID-related issues or in case faculty themselves need to be absent from class.
- If all students in a course cannot be in the same room due to University standards for social distancing, then faculty should design their course with both in-person and remote elements for all students. The most important principle to keep in mind is that all students need to meet the credit hour/contact hour standards for the course (see FPPM, Section II.K. Standards for Academic Credit).
- Courses can be delivered in a mixture of synchronous and asynchronous ways. Two possibilities are:
 - The class could be divided into two “teams,” with Team A attending in-person classes and Team B attends remotely for one week and then they switch for the next week. Or the class could be divided so that Team A attends in-person and Team B attends remotely on alternating days. Students in different teams could partner with each other to encourage interaction between the teams.
 - Faculty could put lecture content in Canvas for students to engage with asynchronously, and in-person class time during the week could be spent with the class divided into smaller discussion groups who attend in-person. Care should be taken in this example to ensure the appropriate student engagement hours for the course.
- Faculty may also build in remote elements into their courses, i.e., planned days when the entire class meets either synchronously or asynchronously outside of class. Up to 30% of the class could be held with the entire class in a synchronous remote environment without a faculty member needing to request an adaptation, provided that such a scenario is planned for in the course syllabus and approved by the department chair.

- Regardless of the teaching format, the syllabus should contain a clear explanation for students about how the course is structured, how to expect their time will be spent, and how the course meets required student engagement hours (see FPPM, II. B. Syllabus/Office Hours).

Professional Development

- DEC and CAFE have been sending out weekly announcements about the workshop series they have developed for faculty to design courses to address the challenges of the fall. These workshops will continue through August and into the fall. The list of workshops and registration details are available here: <https://blogs.longwood.edu/covid19online/dec-cafe-workshops/>.

Classroom Safety

- Face Coverings
 - Face coverings are required during classes and in academic buildings when moving between classes. This applies to students and employees, regardless of social distancing measures in place. Exceptions to this rule are possible in the event that the content of the course is impossible to achieve with a face covering (for example, playing certain musical instruments) and provided that other protective measures are in place.
 - Members of the Longwood community will be asked to wear face coverings whenever six feet of distance cannot be consistently maintained in and out of the classroom, consistent with state guidance.
 - Students who consistently violate the face covering policy can be reported to the Office of Student Conduct and Integrity.
 - The Faculty Senate Executive Committee is working on drafting syllabus statements relating to face coverings that will be brought to Senate for adoption in August.
- Cleaning
 - Cleaning supplies will be available in every classroom for faculty to clean their space (podium, computer, etc.) and for faculty or students to clean their desk areas. We anticipate that cleaning will be done by those coming in, so that they are most satisfied with their instruction space.
 - More specific details about classroom and computer lab cleaning will be forthcoming.
 - If faculty use whiteboards, they are encouraged to bring their own markers and eraser.
- Ingress and Egress from Buildings
 - Signage will be posted to encourage people to move through buildings more efficiently and in a way that facilitates social distancing.

Class Schedule

- To facilitate classroom cleaning and ingress/egress between classes, and with input from the deans, Academic Chairs Council, and Faculty Senate Executive Committee, we are altering the MWF class schedule to have 15 minutes between undergraduate classes. The new class schedule for MWF is below. This table only includes the standard start times, not the myriad alternate start times on the schedule. Both the start and end times will shift by the same amount, so total in-class time will remain the same. Classes scheduled in non-standard times will be adjusted according to the start time (or the half hour prior). For example, a Wednesday class currently scheduled for 8:30 – 10:45 am will now occur 8:15 – 10:30 am (15 minutes

earlier), and a MW 1:00 – 2:15 pm class will now occur 1:10 – 2:25 pm (10 minutes later). We are working to implement these time changes into the official class schedule as soon as possible.

Fall 2020 Shifts in MWF UG Class Times				
Old start time	Old end time	New start time	New end time	Shift in minutes
08:00 AM	08:50 AM	07:45 AM	08:35 AM	-15
09:00 AM	09:50 AM	08:50 AM	09:40 AM	-10
10:00 AM	10:50 AM	09:55 AM	10:45 AM	-5
11:00 AM	11:50 AM	11:00 AM	11:50 AM	0
12:00 PM	12:50 PM	12:05 PM	12:55 PM	5
01:00 PM	01:50 PM	01:10 PM	02:00 PM	10
02:00 PM	02:50 PM	02:15 PM	03:05 PM	15
03:00 PM	03:50 PM	03:35 PM	04:25 PM	20
04:00 PM	05:15 PM	04:25 PM	05:40 PM	25
05:30 PM	06:45 PM	06:00 PM	07:15 PM	30
08:00 PM	09:15 PM	08:30 PM	09:45 PM	30

Syllabus

- The Faculty Senate Executive Committee, in consultation with the Academic Chairs Council, is drafting revisions to the attendance policy and proposed syllabus statements relating to face coverings and social distancing in class. Those statements and policy changes will be considered at a called Faculty Senate meeting on August 18 before the semester begins.

Academic Calendar

- In June, we announced changes to the Academic Calendar.
 - Undergraduate classes will start as planned on Monday, August 24. The semester will also end as planned on Friday, December 11, with final grades due on Monday, December 14.
 - The last day of in-person undergraduate classes will be on Tuesday, November 24, before Thanksgiving break.
 - Students will still have all the instructional time they would regularly have in a semester. We will achieve this by holding classes on Labor Day (Monday, September 7) and on Fall Break (Thursday, October 8, and Friday, October 9) as well as moving the fall Research Showcase and Symposium days (Tuesday, November 17, and Wednesday, November 18) to a Saturday determined in consultation with the events' organizers.
- We will hold a two-week review and final exam period after Thanksgiving. We anticipate that almost all final exams will be given online. If public health considerations permit, some exams,

particularly those in lab, studio, or performance-based courses, can be taken in-person. We hope and expect that students and faculty would still be able to come to campus for purposes of technology access. We plan to reserve some time during those two weeks for faculty to hold optional review sessions or open office hours separate from exams. The final exam schedule will be available prior to the start of classes.

OFFICES AND MEETINGS/SERVICE

Faculty Offices

- Cleaning of offices will occur once a week. If faculty want their trashcan emptied every evening, they will need to put it outside of their door at the end of the day. This will allow more time for cleaning of classroom spaces.
- If faculty do not want anyone to enter their office for cleaning, they can request from their departmental administrative assistant a sign to post on their office door. Those signs are being printed on campus and will be distributed to department offices.

Office Hours

- Faculty are encouraged to hold virtual office hours via Zoom. Zoom allows you to create a QR code that can be posted to your door for a student to access your Zoom link directly from their phone. We are working on developing directions for faculty who would like to post a QR code.
- Faculty may continue to hold face-to-face office hours if they choose, as long as they and their student abide by face covering and social distancing guidelines. Faculty may require face coverings be worn at all times inside their personal offices or lab spaces.

Meetings

- As stated in the [Temporary COVID Employee Policy](#), it is encouraged for larger meetings to be held virtually via Zoom or some other video or teleconferencing means. That decision will be left up to the committee, college, or department.
- Faculty Senate meetings and general faculty meetings will be held via Zoom for the entire academic year.
- If conducting a face-to-face meeting, social distancing and face covering policies should be followed.

RESEARCH AND SCHOLARSHIP

- Guidance is being developed collaboratively by Academic Affairs, Academic Chairs Council, deans, and the Faculty Senate Executive Committee relating to the practicalities of promotion and tenure review, such as how observations might be conducted or how portfolios might be submitted. We encourage departments to have conversations about meeting departmental expectations while also being sensitive to the new challenges faculty are facing.

- As a reminder of current policy, a faculty member wishing to request a realignment of the weightings or an adjustment to the goals in their annual performance evaluation should do so by September 15.
- Last spring, Faculty Senate approved a policy on extending the tenure clock for returning faculty. That policy is copied below for reference.

Faculty members employed as tenure-track faculty in 2019-20 and continuing as tenure-track faculty in 2020-21 have the option to extend the timeline of their decision for tenure and promotion to associate professor (hereafter, tenure decision date) by one year. This option is intended to ameliorate any negative effects on research and service caused by the COVID-19 pandemic. This provision does apply to faculty who have previously negotiated shortened tenure decision dates.

Eligible faculty wishing to choose this one-year extension to their tenure decision date must elect to do so in written format to the chair of their department promotion and tenure committee, their department chair, their college dean, and the Provost and Vice President for Academic Affairs (PVPAA).

The written choice to extend the tenure decision date must be received in Academic Affairs prior to August 1, 2020 (for those faculty whose tenure decision date is 2020-21) or December 15, 2020 (for all other eligible faculty). Academic Affairs will acknowledge receipt of the choice. This one-year extension to the tenure decision date will be reflected in future contracts. Once chosen, this option cannot be revoked.

Faculty choosing this one-year extension:

- will still undergo promotion and tenure review in each year they are on the tenure-track.
- will have no adverse effects or penalties at any level of the promotion and tenure decision process placed on them because of this choice.
- may also separately utilize the policy on stopping the tenure clock. That policy's restriction of only one extension via that policy remains in effect but has no bearing on this COVID-19 extension.