

## UW SPH AUTUMN 2021 QUARTER RETURN TO CAMPUS – FACULTY/INSTRUCTOR GUIDANCE

The COVID-19 pandemic has been challenging for everyone, and we appreciate your resilience, patience, and commitment to our students and our community. While we expect continued uncertainty in the year to come, we are adapting to incorporate learnings from the last 16 months. A big take-home lesson has been that our students, faculty and student affairs staff all have complex lives. While flexibility is critical to helping students navigate difficult times, a lack of clarity about what we mean by "flexibility" can cause undue stress for everyone. The following guidance intends to protect the most vulnerable members of our community without providing unnecessary strain on the rest of our community.

Towards this end, outlined below are two processes where students enrolled in SPH programs can request formal accommodations (managed by UW [Disability Resources for Students \(DRS\)](#)) or a "special arrangement" (a school-specific process managed by the School of Public Health Office of the Dean, SPH OD) to take their classes remotely during autumn quarter. We have also provided clear guidance for both instructors and students regarding what "remote instruction" means in this context.

The overarching goal of this "remote instruction" is to allow those students who cannot attend in person to progress in their degree programs if possible. We understand that this "exceptional" remote instruction will not look the same if instructors teach 100% remotely. Therefore, instructors are **not** expected to conduct their courses simultaneously in-person and online. Instead, instructors **are** expected to: 1) create a Canvas site for their course, 2) record lectures/presentations and make them available for students to view asynchronously, and 3) communicate in their syllabus how situations will be managed if students cannot participate in person. In addition to the detailed guidance below, we encourage instructors to read the accompanying [FAQs for Instructors](#), and the corresponding [message/FAQ](#) for SPH students.

We hope that providing this framework for instructors and students will provide clarity for all community members and lessen frustration and confusion. Thank you for everything you have done and continue to do to make UW SPH an outstanding learning environment for our students!

1. The University of Washington currently plans for in-person instruction to be the primary mode during AY2021-22. Therefore, faculty should prepare to teach their autumn 2021 courses in-person but be prepared to pivot to online teaching if public health conditions necessitate changes to University guidance.
  - a. Instructors who cannot teach safely in person due to a personal medical condition (e.g., because they are immunocompromised) should reach out immediately



to the [Disabilities Support Office](#) (DSO) to seek an accommodation. DSO will inform the individual's department chair if an accommodation is approved and the nature of the required accommodation. Faculty are welcome, but not required, to inform their departmental HR manager when they submit a request for a formal accommodation to DSO.

- b. Instructors living with an immunocompromised person who would prefer to teach remotely during AY2021-22 should contact their departmental HR manager to request permission to teach their course(s) remotely.

2. We expect our instructors to accommodate students who need to study remotely for the following COVID-related health and travel reasons:

- a. **Students who are immunocompromised (or experiencing some other diagnosed physical or mental health condition that would prevent them from participating in in-person classes).** *These students will be referred to [Disability Resources for Students \(DRS\)](#) and have formal accommodations defined by DRS. As is the case for all other accommodations approved by DRS, DRS will notify instructors directly regarding which students in their courses have been approved for formal accommodations and what accommodations should be made. [Instructors should be sure to familiarize themselves with the DRS process as well as faculty resources and responsibilities.](#) While these students are not required to do so, we strongly encourage students submitting a request to DRS to simultaneously submit a request for "special arrangements" (which is the official name for informal accommodations that are made at the school level) to the SPH Office of the Dean, in case their DRS request is not approved, or review of that request is delayed.*
- b. **Students who are living with someone who is immunocompromised.** *Students seeking special arrangements to take their SPH classes remotely because they live with someone who is immunocompromised will be required to submit a request to the SPH Office of the Dean. The Assistant Dean for Students in SPH will review these requests and decide whether to approve the request in consultation with the student's program/department.*
- c. **Students who cannot travel to the US because they are unable to obtain a visa.** *Students seeking special arrangements to take their SPH classes remotely because they can't obtain a visa will be required to submit a request to the SPH Office of the Dean. The Assistant Dean for Students in SPH will review these requests and decide whether to approve the request in consultation with the student's program/department.*
- d. **Students who are quarantining or isolating per CDC guidance and/or [campus policy](#).** *These students must notify their instructors and program directors/staff directly by email in advance of the dates they will be absent/unable to attend in person. Please*

see [student FAQ](#) for links to CDC and campus guidance regarding quarantine and isolation following domestic or international travel.

*Please note that the SPH Office of the Dean will notify all instructors and program staff within SPH regarding remote learning arrangements in categories (b) & (c) that have been approved by the SPH OD but will **not** be responsible for notifying instructors or staff outside SPH. In addition, students will be made aware that expectations (b) & (c) only apply to students matriculated in programs in SPH for courses they are enrolled in that are offered within the School of Public Health. Other units on campus may not have similar processes or expectations.*

Instructors are **not** required to allow students to take their classes remotely for reasons other than the ones listed above or for students in their classes who are not matriculated into programs in SPH. That being said, if an instructor *wishes* to provide other students in their class with greater flexibility, they are, of course, welcome to do so.

**We are sending a message to students directing them to contact DRS by August 18, 2021, if they need formal accommodations for reason (a) above and that they must inform the OD by September 1, 2021, if they will be requesting special arrangements for reasons (b) or (c) above.” And insert hyperlink (where highlighted; then highlighting can be removed) to the student message.**

3. We expect all SPH instructors to have and use a Canvas site for their Autumn quarter classes (unless their entire program uses a different platform), regardless of whether or not they have students who have been granted accommodations or special arrangements. This is essential so that you can provide a consistent learning experience and stability if 1) one or more of your students' contracts COVID or is required to quarantine or isolate mid-quarter, 2) you become ill or must quarantine or isolate yourself, or 3) public health guidance shifts, and we are required to pivot to offer courses online. All course materials must be made available via the course Canvas site. Instructors scheduled to teach in AY2021-22 and who have not previously used Canvas should take appropriate online training and reach out to instructional support staff/TAs in their program, department, or the school well in advance of the quarter in which they plan to teach.
4. We expect our instructors to record their presentations and any other parts of their courses that can be recorded on Panopto, Zoom, or another platform so that students attending remotely can view them asynchronously. These recordings must be made available via Canvas, along with all other course materials, and instructions on how to do this can be found on the [SPH Online Learning Support](#) site. All instructors will be notified by September 1 on the recording modalities available in their assigned teaching rooms for the autumn quarter and how to use this modality. The SPH OD has hired two instructional support TAs (who begin in early September) to provide faculty with instructional design assistance and technical support for recording lectures. We are working with Health Sciences Classroom Services to ensure that adequate "loaner" equipment (laptops, microphones, etc.) is

available for instructors assigned to rooms without built-in equipment. If you have not done so already, please respond to the [brief survey here](#) to let us know what additional equipment and training, if any, you would like access to.

5. We expect instructors to design their courses with flexibility in mind. They should build flexibility into course requirements and deadlines. Examples of flexibility include: 1) allowing students to turn in assignments and take tests either in person or remotely, 2) not using in-person participation as a grading criterion, or 3) holding some or all office hours via Zoom. Remember that this is a transition quarter!
6. We expect instructors to stay home if they are unwell. Please prepare a plan to share with students at the start of the quarter for how presentations and course material will be delivered if in-person instruction is not possible. The plan could include a backup instructor or an explanation of how and when students will be notified if individual lectures will be taught remotely/online due to instructor illness.
7. We expect instructors to include specific language in their syllabi (see [Instructor FAQ](#) for sample language) and on the Canvas site about:
  - a. Student and instructor (and TA, if appropriate) responsibilities and expectations.
  - b. What will happen if an instructor is unwell.
  - c. What students should do if they are unwell.
  - d. Policies for making up work, including whether students who have received approval to take the class remotely will have an alternative way to earn participation points (if relevant) and how make-up work will be graded.
8. We **do not** expect instructors to effectively teach two courses, one remote and one in person. However, we anticipate that a small number of students will receive formal accommodations from DRS or request special arrangements from SPH to have access to remote learning. Those students with SPH remote learning arrangements will be informed before the quarter starts that they should expect to have access to course materials, including recorded lectures, but not to synchronous online instruction.
9. **We do not expect our instructors to teach simultaneously in person and online**, also known as hybrid flexible or HyFlex instruction.