



TO: UNIVERSITY FACULTY
SUBJECT: MESSAGE TO FACULTY MARCH 27, 2020
FROM: *PROVOST OFFICE*
MAR. 27, 2020

Dear Faculty:

I'm writing to follow-up on yesterday's message from Fr. Pilarz announcing that we will continue with remote learning through the end of the spring semester. While I did want to reach out today to provide some initial comments before the weekend, more information will be coming in the week ahead.

First of all, I am so grateful for all the work and energy that you have put into this transition. I realize that the decision to continue remote learning for the rest of the semester will present additional challenges as you transform your courses and continue to educate students.

Here are some general points:

- Please continue to direct specific questions about your courses and the transition to remote learning to your dean's office. The CTLE and IT offices will remain available to support you in the weeks ahead.
- I highly encourage all of you to contact your students through email to let them know the plan for your class. We will communicate to students that they should be checking their Scranton email regularly. We have heard from students that they are anxious to understand how each class will proceed. If you have not done so yet, please post at least one update message on your D2L so that we can direct all students to see this, even if you are communicating in other ways for your classes throughout the semester.
- As we have stated before, you may require your classes to meet at your scheduled times, but you are not required to do so. We will communicate to the students that this will be under the discretion of the course faculty member, but that they should expect that some classes will require them to meet during the scheduled class times. I do request that initially you not require students to meet at a different time than your scheduled class time. It is important that you confirm that your students are available at the alternative time and that the time does not conflict with another class.
- As most of you know, I have been working closely with Faculty Senate to amend our policy for grading on a credit/no-credit basis. This has been a good and thorough discussion. Faculty Senate will be finalizing their recommendation to me before the weekend, and we will clearly communicate the revised policy to faculty and students early next week. In any revision, faculty will still be asked to record numerical/letter grades throughout the spring 2020 semester as you normally would so you do not need to adjust the grading requirements in your syllabus.

- As the university announcement just stated, following “stay at home” restrictions implemented today by the Governor for Lackawanna County, staff and faculty access to buildings will no longer be available beginning at 8 p.m. Essential staff and faculty will continue to have access, including those faculty who need to have access to their labs for essential research, animal care, and maintenance. If you need access to retrieve important items please contact the University Police who will provide this access.

Above all, please stay safe and take care of your families and community. I know that many of you are “home-schooling” your children, caring for aging family members, and juggling many other personal priorities while at the same time preparing for remote learning. Know that you continue to be in my prayers amidst this confusing time.

More information to come next week. Have a safe and healthy weekend.

Dr. Jeff Gingerich

Provost & Senior Vice President for Academic Affairs