

GUIDANCE FOR FACULTY AND INSTRUCTORS

MARCH 24, 2020*

(8:30PM)

Penn State is actively and carefully monitoring the situation regarding COVID-19. The guidelines below provide up-to-date advice to Penn State faculty and instructors regarding teaching. These guidelines will be regularly reviewed and updated as this situation unfolds. Please consult the [Coronavirus Information FAQ](#) for additional information about specific topics.

THE UNIVERSITY WILL BEGIN DELIVERING ALL COURSES REMOTELY ON MONDAY, MARCH 16

Ensuring the continuity of class delivery is critical to the success of our students. Beginning on Monday, March 16th, all classes, with the exception of those delivered by the College of Medicine, should be taught remotely as scheduled. Penn State expects to deliver classes remotely for the remainder of the spring 2020 semester. Faculty members are asked to think differently about how learning outcomes for a course can be achieved and are encouraged to be flexible and creative as they think about their courses.

All courses should be delivered **synchronously** at the time that they are scheduled.

Synchronous teaching – having instructors remotely engage with learners during their regularly scheduled class times – is in our students' best interest. The real-time component gives students and faculty a familiar context that maintains a course's pace, provides invaluable opportunities for faculty-student interaction, and helps to alleviate stress and anxiety. This also reduces pressure on faculty to adapt pedagogies, assignments, and syllabi designed for in-person classes rather than redesign the course for an asynchronous fully online context, where asynchronous interaction is built into the course. A short explanation of options for synchronous teaching can be found in the [FAQ](#) section of the remote teaching website.

The university has multiple resources available to help faculty members successfully make this transition. These resources range from reaching out to your colleagues who have experience in teaching remotely and online, to having instructional design support to help you develop alternative methods and pedagogies at remoteteaching.psu.edu that offers a quick start to delivering courses remotely through tools such as Canvas, Kaltura, and Zoom. Students will also be provided information designed to facilitate their ability to engage in learning remotely at remotelearning.psu.edu.

As faculty complete their course preparation, they are expected to communicate any changes to the course to students so that students know how to access course materials and about any changes to the syllabus, assignments, and grading during this period of remote delivery of classes.

Extenuating circumstances (i.e., child or elder care) may prevent some faculty from offering consistent synchronous instruction. If this applies to you, contact the administrators of your academic unit to discuss accommodations or alternative

arrangements. PHEAA's recent ruling to relax their rules around online instruction provide us with some flexibility and we will use that to accommodate those instructors who are finding themselves in a difficult position due to multiple competing demands.

Graduate students involved in the instructional mission, research, and/or who are on assistantships with activities other than the instructional mission and research, should refer to the information at The Graduate School's website: <http://gradschool.psu.edu/covid19/>

TRAVEL RESTRICTIONS AND QUARANTINES

Penn State is committed to maintaining the good health of all students and employees and encouraging prevention practices across the Penn State community. These guidelines align with University policies in support of that goal.

DOMESTIC TRAVEL

All University-sponsored domestic air travel including all students, faculty, and staff is suspended between now and **May 11**. We strongly encourage minimizing campus-to-campus travel. Alternative forms of meeting, such as Zoom, are encouraged. We have placed restrictions on university-sponsored travel and though we cannot dictate decision-making pertaining to other professional and personal travel, such travel is strongly discouraged. If travel is essential, requests should be screened by and submitted through unit executives to the Executive Vice President and Provost, Nicholas P. Jones, at provost@psu.edu and include a description of how the travel is mission critical. **For ARL, essential travel will be reviewed by the Senior Vice President for Research, Lora G. Weiss, at OSVPRTravel@psu.edu. For the College of Medicine, essential travel will be reviewed by the Dean of the College of Medicine, Kevin Black, at dean@pennstatehealth.psu.edu.**

INTERNATIONAL TRAVEL

Effective immediately and until further notice, all university-sponsored international travel including all students, faculty, and staff is suspended. This includes new travel as well as any currently booked trips between now and **May 11**. If travel is considered essential, requests should be submitted by unit executives to the Executive Vice President and Provost, Nicholas P. Jones, at provost@psu.edu and include a description of how the travel is mission critical. For ARL, essential travel will be reviewed by the Senior Vice President for Research, Lora G. Weiss, at OSVPRTravel@psu.edu. For the College of Medicine, essential travel will be reviewed by the Dean of the College of Medicine, Kevin Black, at dean@pennstatehealth.psu.edu. Any member of our community returning from a [CDC Level 3](#) country is required to self-quarantine for 14 days before returning to campus.

QUARANTINE

All faculty and staff employees returning from [CDC Level 3 countries](#) must engage in a 14-day self-quarantine before returning to work. For those employees at Penn State's College of Medicine, please consult guidelines posted on the College of Medicine's internal website.

The guidelines detailed below apply to faculty and staff employees who are returning from a CDC Level 3 country:

1. All faculty and staff employees will be required to self-quarantine for 14 days.
2. Unless they are ill, faculty and staff employees are expected to meet their faculty obligations while under self-quarantine and should consult with their unit executive on how best to meet their teaching, research, and service responsibilities during this period.
3. Faculty and staff employees who become symptomatic should contact Absence Management [absence@psu.edu, or (814) 865-1782] to discuss a medical leave of absence and clearance requirements for returning to work. For information regarding Family Medical Leave, please see [HRG11](#).

Question regarding these guidelines should be directed to Absence Management, absence@psu.edu, or (814) 865-1782

MEETINGS AND EVENTS

Regardless of the size of the meeting or event, all non-essential meetings and events should be canceled, rescheduled, or offered virtually until May 15. Any essential meetings that are held should maintain good social distance practices, including ample space between participants (i.e., approximately six feet). No new non-essential large events (over 10) should be scheduled. For essential large events that are expected to have more than 10 attendees, approval to hold the event must be sought from the Executive Vice President and Provost, Nicholas P. Jones at provost@psu.edu. All requests should include a description of how social distancing will be maintained during the event.

VISITING SCHOLARS

Moratorium on New Applications

Based on the recent U.S. Department of State Global Health Advisory and Visa service suspension, Penn State will *not* be accepting new visiting scholar applications, effective immediately and until further notice. This moratorium applies to both domestic and international visiting scholars. Applications currently in the system will not be approved.

Extensions for Current Visiting Scholars

If a visitor was previously scheduled to depart prior to the July 1, 2020 but has requested to extend their stay past this date due to the COVID-19 pandemic, an extension request must be submitted in DocFinity. Please work with the staff in your unit who submit the visiting scholar requests. Questions from your unit regarding extensions and the required documentation should be directed to you as the dean or chancellor designee. If you need assistance from my office, please reach out to Mindy Kowalski at msk22@psu.edu.

INVITED VISITORS TO CAMPUS

Per guidance from the Department of State, the arrival of all visitors invited to campus who are foreign nationals scheduled to arrive on campus prior to May 11, 2020 will be

asked to reschedule their visits. Unit executives should make requests for exceptions to vpfa@psu.edu and include a description of why the visit is essential.

Consistent with travel guidance issued by Penn State, the arrival of all visitors invited to campus before May 11, 2020 will be asked to reschedule their visits. Unit executives should make requests for exceptions to vpfa@psu.edu and include a description of why the visit is essential.

POST DOCS

Per guidance from the Department of State, the arrival of post docs who are foreign nationals scheduled to arrive on campus prior to May 11, 2020 will be asked to reschedule their visits. Unit executives should make requests for exceptions to vpfa@psu.edu and include a description of why the visit is essential.

In regard to post-docs who are U. S. citizens or foreign nationals who are currently living in the U. S., just a reminder that all University-sponsored domestic air travel including all students, faculty, and staff is suspended between now and May 11.

FACULTY SEARCHES

Penn State instituted a hiring freeze on March 24, 2020. No new faculty searches may be initiated and all faculty searches in process should be ended. Exceptions may be sought from the Executive Vice President and Provost, Nicholas P. Jones.

If you are granted an exception to conduct a faculty search, academic units are asked to make use of virtual modalities such as Zoom to prioritize the health of candidates and participants, and their families. In acknowledgement of the guidance issued by Pennsylvania's governor Tom Wolf all scheduled on-site campus interviews for domestic candidates should be held virtually or rescheduled for after March 30 and for international candidates after April 20; please note that these dates will likely change as guidance is updated. Because it is likely these dates will be advanced, units have the authority to either postpone the search or decide to conduct an entirely virtual search. As you structure the interview process, please strive to make interviews as consistent as possible for each candidate. As always, ensure that evaluation of all applicants is based on the extent to which applicants meet the criteria for the position.

PROMOTION AND TENURE

In recognition of the disruption to scholarly activities due to the impact of the novel coronavirus, Penn State will be extending the provisional tenure period starting with the 2020-21 academic year. Additional information and guidance will be forthcoming.

STUDENTS RATINGS OF TEACHER EFFECTIVENESS

Student Ratings of Teacher Effectiveness (SRTEs) will be administered, but results will not be made available to administrators and will not be used for evaluative purposes, as consistent with [a recent resolution of the Penn State Faculty Senate](#).

ANNUAL REVIEWS

Guidance will be forthcoming about how faculty should be evaluated for the 2020 calendar year, given the unusual circumstances, including recommended criteria to include and provide assessments of in individuals' annual reviews.

**These guidelines and requirements are current as of the date listed herein and are subject to change.*

***Warning Level 3: CDC recommends travelers avoid nonessential travel to destinations with Level 3 travel notices because of the risk of getting COVID-19. For more information, please visit the [CDC website](#).*