Faculty Checklist for Preparing to Return to Work

1. Complete the online UR Safely Returning to Campus training module located on UR Talent Web where you will review and commit to the Healthy Web Compact.
2. View the University’s Return to Work Guide for faculty & staff so that you will know what to expect when you return to campus this fall.
3. For further information, view the COVID-19: University Response and Planning site for the latest updates including the Reopening Plan, Faculty and Staff FAQ, and COVID-19 Interim Policies among other resources.
5. Consider receiving initial COVID-19 testing to be conducted on August 26, 27, and 28 from 9am to 6pm in the West Concourse of Robins Stadium. Advanced registration is required. Testing is strongly encouraged but not required. Consider downloading the COVIDWISE app on your personal device to contribute to Virginia’s efforts to fight COVID-19. (See email from Dave Hale and Jeff Legro on 8/10/2020 for further details.)
6. An update from the Administration on Fall Semester Planning followed by Q&A will take place at the next University Faculty Senate Meeting: Friday, August 14th, starting at 3:00pm.

Faculty Checklist for Preparing to Teach

1. A University Back-To-Teaching Symposium will be hosted by the Teaching & Scholarship Hub on Wednesday, August 19th from 9:00-10:30AM. Updates on the latest information and resources available will be provided by: representatives from the Faculty Senate, Provost’s Office, Teaching and Scholarship Hub, Information Services, Academic Integration, and Human Resources followed by Q&A.
2. Read the Faculty Guidelines for AY 20-21 to learn about classroom policies and best practices.
3. Determine how you will track a daily record of student attendance and their seat placement within the classroom for each in-person class meeting. Faculty are responsible for keeping track of in-person student attendance and seat placement in all class meetings. Faculty should be prepared to quickly provide this up-to-date information for any period of the semester to University staff or the Virginia Department of Health upon request. This information will be needed in the event that contact tracing is necessary and involves a member of your classroom. Faculty have flexibility on how they decide to collect and store this data.
4. Prepare your course to be responsive and flexible, including the possibility of fully remote delivery if the conditions make this necessary for the campus. For assistance on meeting this goal, please consult the Faculty Hub. See the email from Linda Boland on 8/6/2020 for the most recent information on Teaching Demonstration Videos, Teaching Scenario Recommendations, and the Faculty Hub’s schedule of open office hours. Email the Faculty Hub to gain access to the Responsive and Flexible Teaching course resources on Blackboard.
5. Check your Summary Class List on BannerWeb for information about students learning remotely who are registered for your courses. There is a new column titled OnCampus, where ‘Remote learning-COVID’ will be displayed if a student is studying remote for the entirety of the fall semester.

6. If you will be teaching in a classroom, learn how to use the new standard classroom technology configuration which allows for simultaneous in-room and remote instruction.
   · Sign-up for Classroom Technology Training. Both in-person and virtual sessions are still available. Posted resources to help faculty prepare for the new Classroom Configurations are available on the Return to Campus Checklist page on SpiderTechNet. This page includes links to the Standard Classroom Technology Configuration, Classroom Technology Training Video, Classroom Technology FAQ, Preparing your Computer for Classroom AV equipment, and more. Other resources include how to access and use Zoom, Solstcice Pods for wireless projections, and using Panopto for lecture capture. Resources for faculty Working and Teaching Remotely are also available.
   · Visit your new classroom space for a trial-run using the new technology. Your Faculty ID and classroom key should provide access to most buildings and teaching spaces.
   · Submit a request for a microphone if you would like one and have not already done so. If your teaching space does not have a document camera installed, you may request that one be installed from Information Services.

7. Develop a communication plan to work with your students and consider any technology training needs of your students. The Blackboard Resource Page for Smart Spiders Seek Support is now available to all faculty through Blackboard. The Remote Student Prep Report was distributed in an email to all faculty from Carol Parish on 7/28/2020.

8. Discuss a continuity plan for your course with your Department Chair and Dean, in the event that you may need to transition to remote teaching or may be unable to teach for a period of time.

9. Include in your syllabi explicit reiteration of university policies on social distancing as well as links to academic support and student wellness support services. Recognize that many if not all students will be under additional stress this semester and may need access to additional support.

10. Send an email to students in your classes prior to the first day of class stressing the importance of following social distancing guidelines and other university policies, the need to arrive at class early so attendance can be taken, and any other class-specific policies you plan to implement. Students need to hear from faculty that these guidelines are to be taken seriously and followed strictly.