Greetings! As you prepare for Spring 2021 classes and other activities, I thought it would be helpful for you to have a single source for vital information and important dates. Thank you so much for all you have done for our students so far this year, and best wishes for a successful semester. Eliza Pavalko, Vice Provost for Faculty & Academic Affairs

You can find a link to this memo any time on the front page of the VPFAA webpage: https://vpfaa.indiana.edu/

For the most up-to-date information on issues related to Covid, see https://covid.iu.edu/

COVID-SPECIFIC INFORMATION FOR YOUR COURSES

Academic Calendar. Classes begin on Tuesday, January 19. All spring semester classes will be on-line through Sunday, February 7. In-person class meetings will resume February 8, 2021. There will be no spring break for 2021, but there will be three wellness days (see below). The academic calendar is found at: https://covid.iu.edu/academic-calendar/index.html.

Wellness Days and Course Schedule Information for Spring Semester 2021. The Campus has instituted three “Wellness Days” to provide some relief to both faculty and students during the Spring Semester. These days are: Tuesday, February 16; Wednesday, March 24; and Thursday, April 22.

These days should be treated as if they were days during Spring Break. No classes should be held on these days. No assignments should be due on these days. Extra reading or work should not be assigned on these days. This applies to all instructional modes.

For 15-week courses, instructors should work to rearrange their syllabi to take into account these three lost days of instruction. We recognize the challenge this poses, but to respect the intent of the wellness days, we ask that instructors not add extra class sessions or assignments.

In cases where wellness days would negatively impact classes’ instructional minutes compared to the minimum required (e.g., approximately 667 minutes per credit hour), an additional five minutes will be added to each class meeting. This change will primarily impact classes scheduled in the 13 week session (but all will be reviewed). In some cases, additional meeting(s) will be added during the term.

Once these changes have been completed, they will be reflected on the Schedule of Classes and the Office of the Registrar will communicate with each unit’s scheduling officer. Faculty should work through normal channels of their academic unit if additional scheduling assistance is required.

Final Exam Schedule. Classes meeting during the 13 week session should use the final exam standard meeting schedule (based on their assigned class meeting time during the 13-weeks) during the last week of the semester. Adhering to the assigned meeting times will minimize student conflicts during this week of final exams.

Recommendations for Administering and Proctoring Online Exams. Guidance can be found here.
Scheduled Course Times and Modality: It is important that instructors adhere to scheduled course times for online or in-person class meetings and scheduled modality for the course. Instructors needing to change meeting time or modality must get approval from their dean before instituting any changes.

Syllabus Inserts for Face-to-Face Classes For Spring 2021: Enforcement of Public Health Requirements

Required Syllabus Insert for Classes with Face-to-Face Interaction

Student Rights

Any student who believes another person in a class is threatening the safety of the class by not wearing a mask or observing physical distancing requirements may leave the class without consequence.

Attendance

The student responsibility form requires that you take your temperature every morning and that you refrain from attending class if you have a temperature of 100.4 or other symptoms of illness. In order to ensure that you can do this, attendance will not be a factor in the final grade. Attendance may still be taken to comply with accreditation requirements.

Assigned Seating

In order to ensure we can contact you in the event you are exposed to COVID-19, you must remain in your assigned seat for the entire semester.

Additional Recommended Syllabus Insert For Classes with Face-to-Face Instruction

Masks and Physical Distancing Requirements

In recognition of what all IU community members owe to each other all students, staff, and faculty signed an acknowledgement of their responsibility to follow public health measures as a condition returning to the campus this fall. Included in that commitment were requirements for wearing masks in all IU buildings and maintaining physical distancing in all IU buildings. Both are classroom requirements.

Both requirements are necessary for us to protect each other from transmission of COVID-19.

- Therefore, if a student is present in class without a mask, the instructor will ask the student to put a mask on immediately or leave the class.
  - If a student comes to class a second time without a mask, the student’s final grade will be reduced by one letter (e.g., from an A to a B, for instance), and the instructor will report the student to the Office of Student Conduct of the Division of Student Affairs.
  - If a student refuses to put a mask on after being instructed to do so, the instructor may end the class immediately, and report the student to the Office of Student Conduct. The student will be summarily suspended from the university pursuant to IU’s Summary Suspension Policy

- If Student Conduct receives three cumulative reports from any combination of instructors or staff members that a student is not complying with the requirements of masking and physical distancing, the student will be summarily suspended from the university for the semester.
Summary Suspension Policy

“A student may be summarily suspended from the university and summarily excluded from university property and programs by the Provost or designee of a university campus. The Provost or designee may act summarily without following the hearing procedures established by this section if the officer is satisfied that the student’s continued presence on the campus constitutes a serious threat of harm to the student or to any other person on the campus or to the property of the university or property of other persons on the university campus.”

The Provost has determined that refusal to comply with the public health requirements specified in the Student Responsibility form, including the requirement of wearing a mask in all IU buildings, constitutes “a serious threat of harm to other persons” within the meaning of the summary suspension policy. In addition, the Provost has determined that a person who does not comply with these requirements, as evidenced by three credible violations of the policy reported to the campus from any source, constitutes “a serious threat of harm to other persons” within the meaning of the summary suspension policy.

STUDENT CONDUCT AND SUPPORT

As you all know, many students are struggling in this challenging year. Please consider including information in your syllabus on mental health services and other support services that are available to students (see below), or direct them to the Dean of Students’ Office https://studentaffairs.indiana.edu/student-support/get-help/index.html for information on where to find a wide range of support services.

Academic Misconduct. If you suspect that a student has cheated, plagiarized or otherwise committed academic misconduct, refer to the Code of Student Rights, Responsibilities and Conduct: http://studentcode.iu.edu/.

Bias-Based Incident Reporting Syllabus Language. Many students are unaware of options for reporting bias incidents, so please consider adding the following information to your course syllabi.

Bias-based incident reports can be made by students, faculty and staff. Any act of discrimination or harassment based on race, ethnicity, religious affiliation, gender, gender identity, sexual orientation or disability can be reported through any of the options: 1) email biasincident@indiana.edu or incident@indiana.edu; 2) call the Dean of Students Office at (812) 855-8188 or 3) use the IU mobile App (m.iu.edu). Reports can be made anonymously.

Dean on Call. The Dean of Students office provides support for students dealing with serious or emergency situations after 5 p.m. in which an immediate response is needed and which cannot wait until the next business day. Faculty or staff who are concerned about a student’s welfare should feel free to call the Dean on Call at (812) 856-7774. This number is not to be given to students or families but is for internal campus use only. If someone is in immediate danger or experiencing an emergency, call 911.

Boost. Indiana University has developed a smartphone app to help students stay on top of their schoolwork in Canvas. The app is called “Boost,” it is available for free to all IU students, and it integrates with Canvas to provide reminders about deadlines and other helpful notifications. For more information, see https://kb.iu.edu/d/atud.

Counseling and Psychological Services. CAPS has expanded their services and is available to help our students. Please consider including information on wellness and CAPS in your syllabus. More information about services available through CAPS can be found at: http://healthcenter.indiana.edu/counseling/index.shtml.
Disability Services for Students (DSS). The process to establish accommodations for a student with a disability is a responsibility shared by the student and the DSS Office. Only DSS approved accommodations should be utilized in the classroom. After the student has met with DSS, it is the student’s responsibility to share their accommodations with the faculty member. For information about support services or accommodations available to students with disabilities and for the procedures to be followed by students and instructors, please visit: https://studentaffairs.indiana.edu/disability-services-students/.

Disruptive Students. If instructors are confronted by threatening behaviors from students, their first obligation is to insure the immediate safety of the classroom. When in doubt, call IU Police at 9-911 from any campus phone or call (812) 855-4111 from off-campus for immediate or emergency situations. You may also contact the Dean of Students Office at (812) 855-8188. For additional guidance in dealing with difficult student situations: https://ufc.iu.edu/doc/policies/disruptive-students.pdf.

Reporting Conduct and Student Wellness Concerns (Care Reports). All members of the IU community including faculty and staff may report student conduct and wellness concerns to the Division of Student Affairs using an online form located at https://studentaffairs.indiana.edu/dean-students/student-concern/index.shtml.

Students needing additional financial or other assistance. The Student Advocates Office (SAO) can help students work through personal and academic problems as well as financial difficulties and concerns. SAO also assists students working through grade appeals and withdrawals from all classes. SAO also has emergency funds for IU students experiencing emergency financial crisis https://studentaffairs.indiana.edu/student-advocates/.

Sexual Misconduct and Title IX – Syllabi Language. Faculty are considered Responsible Employees for purposes of Title IX, which means they have an obligation to report incidents of possible sexual misconduct known to them, to the appropriate Title IX Officials for their campus. To help students understand your obligation and to inform them of their rights and available resources on campus, we advise that all instructors include the following message within their syllabi. If you use Canvas, a similar message will be available to import into your course through Canvas Commons (search for the “Sexual Misconduct & Title IX Syllabi Language”).

**SEXUAL MISCONDUCT & TITLE IX:**

As your instructor, one of my responsibilities is to create a positive learning environment for all students. IU policy prohibits sexual misconduct in any form, including sexual harassment, sexual assault, stalking, sexual exploitation, and dating and domestic violence. If you have experienced sexual misconduct, or know someone who has, the University can help. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with the IU Sexual Assault Crisis Services at 812-855-5711, or contact a Confidential Victim Advocate at 812-856-2469 or cva@indiana.edu.

It is also important that you know that University policy requires me to share certain information brought to my attention about potential sexual misconduct, with the campus Deputy Sexual Misconduct & Title IX Coordinator or the University Sexual Misconduct & Title IX Coordinator. In that event, those individuals will work to ensure that appropriate measures are taken and resources are made available. Protecting student privacy is of utmost concern, and information will only be shared with those that need to know to ensure the University can respond and assist. I encourage you to visit stopsexualviolence.iu.edu to learn more.
ADDITIONAL INFORMATION FOR YOUR CLASSES

Disclosure of Student Records (FERPA). The 1974 Family Educational Rights & Privacy Act (“FERPA”) protects the privacy of students’ educational records and generally prohibits the release or disclosure of student records by school officials to any third party without the student’s prior written consent. Prior to communicating with parents or any third party about a student’s educational records (including grades, papers, performance, etc.) faculty must have obtained the necessary prior written consent from the student. The Office of the Registrar has compiled FERPA resources for instructors at [http://registrar.indiana.edu/policies/student-privacy-ferpa.shtml](http://registrar.indiana.edu/policies/student-privacy-ferpa.shtml). Reporting student concerns to university officials who have a “need to know” is allowed under FERPA.

Disclosure of Textbook Information (DUE DATE, on or before March 1, 2021). To comply with the 2010 Higher Education Opportunity Act, it is imperative that every instructor on the Bloomington campus provide the IU Bookstore, either directly or through an administrator/assistant, with full information about all textbook and other course materials (retail price, ISBN number – or author/title/publisher if the ISBN is not available). Even if you are using an e-text or not requiring a textbook, this information needs to be reported. This information is necessary to comply with federal law and saves our students money.

Early Evaluations of Student Progress. The Bloomington Faculty Council requires all instructors of courses in which freshman or University Division sophomores are enrolled (as well as instructors of all General Education Common Ground courses) to submit letter grade evaluations for these students by Sunday after the sixth week of the semester: **Sunday, February 28**. Instructors are also encouraged to provide early feedback on student performance through the [Student Engagement Roster (SER)](http://registrar.indiana.edu/policies/student-privacy-ferpa.shtml). SER sends a notification to students when you submit performance or early evaluation feedback, and many recommendations (such as “seek tutoring”) link students to campus resources. Finally, SER makes it easier for academic advisors to identify students who need additional outreach and enables you to see if the student or their advisor has viewed your feedback.

Faculty emails to students. When communicating with students, faculty should always use their IU-provided Exchange email accounts rather than an external account. University Exchange email is regularly scanned for critical data; if any is found, that email is automatically encrypted. This ensures that any sensitive student information is protected.

Final Examinations and Free Week. Final exams are given between Monday, May 3 and Friday, May 7, 2021. The week prior to the exam period (Monday, April 26 through Friday, April 30) shall be free of major or final exams, except for practical tests at the end of lab periods. Paper projects may be due then only if assigned well in advance. Final exams are an important, indeed essential, part of the pedagogical process, and every course should contain a final exercise of some kind. Final exams must be given during the final examination period, at the time scheduled here: [http://enrollmentbulletin.indiana.edu/pages/finexpol.php?Term=1](http://enrollmentbulletin.indiana.edu/pages/finexpol.php?Term=1).

Fire and Tornado Drills. Fire and tornado drills are a necessary precaution, even though they can be inconvenient for classroom instruction. If you teach a large class in a lecture hall, please inform the building manager in the building where your class is taught about the specific dates and times when you will be giving exams (no drills are held during finals week). Building managers will request that the date/time of the drill be changed to avoid testing periods for large classes. To identify a building manager, email [psiadmin@iu.edu](mailto:psiadmin@iu.edu).

Instructional Responsibilities. Bloomington Faculty Council policy states that: “Faculty members teaching courses have the responsibility to provide instruction as scheduled. Variations from the schedule may occur for a variety of reasons, including illness, professional activities and pedagogical considerations. When such variations occur, it is the responsibility of the faculty member both to provide equivalent academic activity for the students in the course and to notify the chairperson of the department offering the course of the change in schedule.”
Missed Class/Exam Policy for University-Approved Activities. Scroll down under University Approved Activities: https://studentaffairs.indiana.edu/student-support/dean-of-students/attendance.html.

Online Course Questionnaire (OCQ). The OCQ will be administered in all courses this spring. It consists of 11 campus-wide questions that students answer for each class. Responses to the four campus core questions are required to be reported by faculty for tenure and promotion. For more information on OCQ see https://one.iu.edu/task/iub/course-evaluations. The BFC Policy on OCQ can be found at https://vpfaa.indiana.edu/policies/bl-aca-h39-online-course-questionnaire/index.html.

Religious and Civic Observances. Instructors must reasonably accommodate students who want to observe their religious holidays at times when academic requirements conflict with those observances. For more information: https://vpfaa.indiana.edu/faculty-resources/teaching-resources/index.html (scroll down to Religious Observances).

IMPORTANT FACULTY INFORMATION, RESOURCES AND DEADLINES

Award Nomination Deadlines. To find upcoming deadlines for nominations/applications for VPFAA awards (Outstanding Junior Faculty, Provost Professors, Distinguished Service, Patten Lecturers, Sustainability Awards, etc.) see https://vpfaa.indiana.edu/faculty-resources/awards-lectures/awards/index.html

Conflict of Interest and Commitment. University policy (ACA-17) requires that all academic appointees must disclose, in writing, to their chair or dean, outside professional activities that may interfere with their teaching, research or service. This includes teaching for another university, including online teaching. It also requires that anyone responsible for the design, conduct, or reporting of research, regardless of funding, must complete the annual disclosure form, even if you have no outside interests to report. https://policies.iu.edu/policies/ua-17-conflicts-of-interest-commitment/index.html. The form can be found at https://compliance.iu.edu/compliance-areas/index.html

Digital Measures Activity Insight (DMAI). Faculty are expected to regularly update their academic activities using the DMAI system. Faculty can access their DMAI at any time during the year; your dean or department chair will provide information about any deadlines for updating your DMAI information this year. Questions on how to enter your information into DMAI may be directed to dmhelp@iu.edu.

Faculty Writing Groups. VPFAA sponsors roughly 20 three-hour Faculty Writing Groups throughout the semester. In spring 2021, groups will again be virtual. These writing groups meet weekly to help build accountability and community and are open to all faculty with full-time appointments. For more information on writing groups (https://vpfaa.indiana.edu/faculty-resources/professional-development/scholarly-writing-program.html), contact Laura Plummer, Director, Scholarly Writing Program, lplummer@indiana.edu or (812) 855-5337. The application deadline for fall 2021 is August 1, 2021.

Family Leaves. Information on different types of leaves available to faculty can be found at https://vpfaa.indiana.edu/faculty-resources/faculty-leaves-sabbaticals/index.html. Feel free to contact vpfaa@indiana.edu with any questions or for more information.

National Center for Faculty Development and Diversity (NCFDD). NCFDD is an independent center designed to help faculty increase research productivity, maintain work-family balance, and create networks of support. As part of IU’s institutional membership, graduate students, postdocs, and faculty have access to NCFDD’s weekly “Monday Motivator” email, monthly webinars, and other resources. To access these resources, sign up as part of the IUB community at https://www.facultydiversity.org/.
**Scholars’ Commons.** The IU Scholars’ Commons in the Wells Library provides researchers a centralized location where faculty can consult with experts on copyright issues, human subject research, data management plans, and attend Scholars’ Commons workshops. Visit [https://libraries.indiana.edu/scholars-commons](https://libraries.indiana.edu/scholars-commons) to learn more. Faculty may also apply for [Information Literacy Grants](https://libraries.indiana.edu/scholars-commons) to support the design or redesign of undergraduate courses to incorporate information literacy/fluency concepts.

**Working from Another Country.** Working for IU from another country raises numerous regulatory issues for the employee and for IU. Faculty planning to work from abroad for long periods of time (typically 90 days or more in a 12-month period) must report their plans to their dean prior to finalizing those plans. Any plans for extended work overseas must be reviewed and approved by your dean, VPFAA, and Office of General Counsel.