

# START OF SEMESTER INFORMATION

## Fall 2020

**Greetings!** Provost Lauren Robel and I welcome you back for the start of the fall semester 2020. As you prepare for classes and other activities, we would like to remind you about several important matters and provide a single source for vital information and important dates. Best wishes for a healthy and successful semester!

Eliza Pavalko

Vice Provost for Faculty & Academic Affairs, <https://vpfaa.indiana.edu>

**For the most up-to-date information on re-opening campus see <https://fall2020.iu.edu/>**

### COVID-SPECIFIC INFORMATION FOR YOUR COURSES

#### Syllabus Inserts for Face-to-Face Classes: Enforcement of Public Health Requirements

##### 1. Recommended Syllabus Insert

##### 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.

## 2. 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.

**Recommendations for Administering and Proctoring Online Exams.** Guidance can be found [here](#).

## STUDENT CONDUCT AND SUPPORT

**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](mailto:biasincident@indiana.edu) or [incident@indiana.edu](mailto:incident@indiana.edu); 2) call the Dean of Students Office at (812) 855-8188 or 3) use the IU mobile App ([m.iu.edu](http://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 an award-winning 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. For information about the variety of services offered to students by CAPS visit: <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.** 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").

Language for Syllabi:

*As your instructor, one of my responsibilities is to create a positive learning environment for all students. Title IX and IU's Sexual Misconduct Policy prohibit sexual misconduct in any form, including sexual harassment, sexual assault, stalking, 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 Sexual Assault Crisis Services (SACS) at (812) 855-8900 (counseling services)  
Confidential Victim Advocates (CVA) at (812) 856-2469 (advocacy and advice services)  
IU Health Center at (812) 855-4011 (health and medical services)*

*It is also important that you know that Title IX and University policy require me to share any information brought to my attention about potential sexual misconduct, with the campus Deputy Title IX Coordinator or IU's 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](http://stopsexualviolence.iu.edu) to learn more.*

## ADDITIONAL INFORMATION FOR YOUR CLASSES

**Academic Calendar.** Classes begin on Monday, August 24. Fall semester classes will be in-person and online through Nov. 20. After Thanksgiving, all classes will be online until Feb. 7. The calendar also includes a new winter session with more opportunities to earn credits. For the revised academic calendar:

<https://fall2020.iu.edu/academic-calendar/index.html>.

**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>. 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 October 5, 2020).** 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).** This information complies with federal law and saves our students money by providing them a single, easy to use, and comprehensive repository where information about textbook and course materials can be reliably retrieved.

**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, October 4, 2020.**

**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 is protected.

**Final Examinations and Free Week.** For 16-week classes, final exams are given between Monday, December 14 and Friday, December 18, 2020. The week prior to the exam period (Monday, December 7 through Sunday, December 13) 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>.

**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 fall. 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).** DMAI has replaced the Faculty Annual Reporting (FAR) system. Faculty can access their DMAI at any time during the year, but information on 2020 activities is due to be entered by **January 15, 2021**. All questions regarding to Digital Measures Activity Insight may be directed to [dmhelp@iu.edu](mailto:dmhelp@iu.edu).

**Faculty Writing Groups.** VPFAA sponsors roughly 20 three-hour Faculty Writing Groups throughout the semester. In fall 2020 these groups will 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](mailto:lplummer@indiana.edu) or (812) 855-5337. The application deadline for spring 2021 is November 1, 2020.