# **Principles for Fall 2020 Teaching – COVID19**

## **In person Instruction**

## Principles

1. No students will be required to attend in person classes if they are unable to or if they feel unsafe doing so. Medical substantiation is not required.
2. The university will ensure that students declare their intention to attend in person before the start of class and that faculty will not be required to alter their mode of delivery to suit individual students unless an accommodation is granted by the university due to changing circumstances (in which case medical substantiation may be required).
3. Instructors will deliver in-person course content to off-campus students in the manner they consider most appropriate, unless otherwise prescribed by program policy for team taught or multi-section courses. Faculty may employ different teaching and assessment strategies in the same course for in-person and off-campus students, as appropriate to meet learning objectives. Synchronous or asynchronous remote transmission of in-person material is recommended, but not required.
4. No Full-time member will be assigned an in-person course if they are unable to teach in person due to a health condition that makes them vulnerable to COVID-19 or due to family care resulting from COVID-19. Medical substantiation may be required.
5. No Contract Teaching Faculty member will be required to teach an in-person course if they are unable to teach in person due to a health condition that makes them vulnerable to COVID-19 or due to family care resulting from COVID-19. Medical substantiation may be required.
6. Any CTF member required to self-isolate due to the conditions specified in 1.c. will be accommodated, will continue to receive their course stipend(s) and will not lose access to their benefits, if they have enrolled in the benefits package. This may be invalidated if the isolation is the result of a personal trip outside of the country.
7. University Teaching Evaluations (UTEs) will not be conducted in any term in which COVID-19 restrictions are in effect, unless required for PTP Tenure and Promotion evaluation. Instructors may ask students to complete their own assessments in order to secure feedback. If UTEs are required for Seniority Status evaluation, the CTF member may choose to use UTEs already completed in the course (as long as there are at least 3) or have the UTE conducted in the remote course. They may also choose the option of delaying evaluation for Seniority Status until COVID-19 restrictions are no longer in place.

## Process for Assigning and Delivering in person Courses

* 1. No course that faculty have agreed to teach remotely will be re-designated as an in-person course during the academic term in which it is assigned. However, in the exceptional circumstance where COVID-19 affects a faculty member or their dependents in a way that makes it unsafe for that member to continue to teach in person, that instructor may find other ways of delivering the remainder of the in-progress course, as long as the learning objectives for the course are met.
	2. If a Department, Area or Program has decided to offer a program, and associated courses, in person the CTF posting will specify the requirement to teach in-person classes.
	3. CTF that apply for and are offered a course assignment that is scheduled for in-person instruction, and who are unable to do so due to a health condition making them vulnerable to COVID-19 (as described in 1.c), will be accommodated with remote instruction delivery mode, if feasible.
	4. A FT or CTF member who was assigned to teach an in-person course who is unable to do so due to a health condition making them vulnerable to COVID-19 (as described in 1.b and 1.c), will be governed by the regular applicable accommodation processes and sick leave policies.

Exception to 2.a above for the Faculty of Music:

1. The experiential nature and sensitive auditory focus, of particular studio and ensemble courses, may benefit from returning to in-person instruction as soon as it is possible to do so safely, even if an academic term is already in progress.  These may include studio and ensemble courses or musical skills courses that are experiential in nature with an auditory focus.
2. No course that faculty have agreed to teach remotely will be re-designated as an in-person course during the academic term in which it is assigned unless the instructor desires and agrees to the change.  Any student who cannot or chooses not to attend in person, must be accommodated with remote instruction.

##  **Remote Instruction**

1. The majority of courses will be taught remotely.
2. Instructors must post virtual office hours and be available to students remotely during these times.
3. Instructors may employ different methods of delivering remote instruction so long as in-person delivery is disrupted by COVID-19. For the purposes of this agreement on principles, the term remote instruction includes these different methods, as specified in 4 to 6 below.
4. All synchronous remote teaching must occur during the period assigned for a course under the timetable. Some assignments, such as mid-term tests, may still be held outside of regular course hours according to the normal procedures followed within Faculties and only if this does not provide a scheduling conflict for students in the class.
5. Asynchronous remote teaching or teaching involving other remote methods will be delivered according to the course syllabus. It is understood that asynchronous and other remote material would be made available to students outside of regularly scheduled class hours. Material must, however, be provided regularly throughout the term and in a fashion that will approximate the regularity of a timetabled in-person course.
6. Students in different sections of the same course will be provided with the instruction required to meet learning objectives, but different methods of teaching and assessment can be chosen by instructors for different students so long as they all meet learning objectives.
7. Instructors must make arrangements for students in different time zones to access course content. Where synchronous teaching is used, instructors may choose to “lecture capture” classes. Where “lecture capture” is used, material will remain available on MyLS for no less than 48 hours; instructors may actively choose to make material available for longer. Instructors may, however, choose to provide students unable to attend a synchronous remote class with alternate instruments of learning, so long as they meet the fundamental principle of equivalence in providing students with the opportunity to achieve learning objectives.
8. All course outlines will carry the following statement that remote course material is the intellectual property of the instructor. MyLS “lecture capture” material will also be identified as the intellectual property of the faculty member whose material has been “captured”.

The educational materials developed for this course, including, but not limited to, lecture notes and slides, handout materials, examinations and assignments, and any materials posted to MyLearningSpace, are the intellectual property of the course instructor. These materials have been developed for student use only and they are not intended for wider dissemination and/or communication outside of a given course. Posting or providing unauthorized audio, video, or textual material of lecture content to third-party websites violates an instructor’s intellectual property rights, and the Canadian Copyright Act.  Recording lectures in any way is prohibited in this course unless specific permission has been granted by the instructor.  Failure to follow these instructions may be in contravention of the university’s Student Non-Academic Code of Conduct and/or Code of Academic Conduct, and will result in appropriate penalties. Participation in this course constitutes an agreement by all parties to abide by the relevant University Policies, and to respect the intellectual property of others during and after their association with Wilfrid Laurier University*.*

1. The University will provide support on a case-by-case basis for FT Faculty and CTF whose home internet service or conditions of off-campus work do not allow them to teach effectively from home. Accommodation may include provision of on-campus workspace, payment of the difference in home internet costs to upgrade to a level of service necessary for remote instruction, supply of a Wi-Fi Range extender, or other appropriate measures that allow for effective instruction. Faculty will be required to first use available PER funds for these expenses, but if PER funds are insufficient, the university may be able to provide additional support on a case-by-case basis. Such requests will be made through the Dean’s office. No reasonable request for support will be denied.

In recognition of the extensive preparation involved in remote course delivery, Article 25.3.2 of the CTF Agreement is modified for Fall 2020 as follows:

If an appointment is cancelled within the 30-day period prior to the commencement of term, and the member does not receive or does not accept an offer of an equivalent alternate appointment, the University shall pay the CTF member appointed to each course a cancellation fee of $1,000 for cancellation of a one-term or full-year course (or prorated). For multiple sections of the same course only one section will be subject to the extended window of 30-days, all others will fall within the 15 days’ cancellation fee window as per the CA.

1. Contract Teaching Faculty who have completed the Teaching and Learning course for remote instruction and who have a signed contract for a Fall course which is cancelled will remain entitled to the $1000 Special Payment.