

## UFF- UNF Questions for Impacts of Coronavirus Event

1. Health and safety of faculty
  - a. General steps/plan
    - i. What steps have the administration taken to insure the health and safety of faculty during the coronavirus event?
    - ii. Can you outline and describe the plan and the parties responsible?
2. “Scheduled” and “unscheduled” activities
  - a. Article 14, Assignment of Responsibilities provides that:
    - i. “The University Administration and the UFF recognize that it is a part of the professional responsibility of faculty to carry out their duties in an appropriate manner and place. For example, while instructional activities, office hours, and other duties and responsibilities, such as department and/or college meetings in which faculty members are expected to participate are scheduled to be performed at specific times and places, **non-scheduled activities are more appropriately performed in a manner and place determined by the faculty member. Although the faculty member has the right to determine when and where to perform these nonscheduled activities so long as that determination is in furtherance of the University’s mission, obligations, and responsibilities, the faculty member should consult with his/her supervisor where appropriate.**” (Emphasis added).
  - b. Scheduled activities (instructional, office hours, meetings)
    - i. How will faculty be supported in their “scheduled” activities
    - ii. Will the administration be flexible in granting faculty latitude in determining how/if faculty come to campus for “scheduled” activities?
  - c. Non-scheduled activities (research, service, etc.)
    - i. How will faculty be supported in their “nonscheduled” activities?
    - ii. How will this support work with faculty if they have to self-quarantine?
3. Instruction-related
  - a. Online resources
    - i. What resources will be provided to assist faculty transitioning to online instruction for the first time, or the zillionth (e.g., tech support, high speed wireless internet, video and audio recording equipment, etc.)?
  - b. Courses that cannot easily be converted to online
    - i. What if courses can’t be readily converted to online instruction? Will faculty be permitted to have students take incompletes and grant them a longer time horizon to complete the missing coursework? What if faculty habitually meet with students in the community? (clinics, mentoring, service learning)—will that work continue unabated?
  - c. Office hours
    - i. How will office hours be offered and supported?
  - d. ISQ’s
    - i. How will ISQ’s be handled?
    - ii. What steps will be taken to mitigate concerns that ISQs and performance evaluations could be negatively influenced by the coronavirus event?
  - e. Intellectual property

- i. How will intellectual properties rights be insured for faculty who transition their courses to online instruction?
  - f. Summer teaching
    - i. How will summer courses be handled?
- 4. Research-related
  - a. Access
    - i. What kind of access will faculty have to the campus for research activities during the period?
  - b. Canceled Conferences and Other Research Activities
    - i. How does the university plan to address research activities that are canceled in light of how these activities impact evaluations and promotion and tenure?
- 5. Service-related
  - a. How will service activities be supported during the event?
  - b. How will adverse effects on faculties ability to engage in service activities be addressed?
- 6. Compensation
  - a. How will faculty compensation be handled during the period of disruption?
- 7. Leaves (sick, parental, etc.)
  - a. How will sick leave be managed during the event?
  - b. What impacts will there be for leave, in general?
  - c. How will sick leave be used in the event of quarantine? Does the administration have plans to forego the use of sick leave in the event a faculty member is quarantined?
  - d. What happens to faculty who need to use sick leave, but have yet to either qualify for access to the sick leave pool or have sufficient reserves of their own built up?
- 8. Benefits
  - a. How will adequate and affordable health insurance be assured to faculty?
- 9. Appointments
  - a. How will ongoing and future searches be managed during the event?
- 10. Office space (offices, labs, etc.)
  - a. How will the administration insure office spaces are safe to work in?
  - b. What, if any, extra steps will be taken to disinfect buildings on campus? Who will perform these duties and at what frequency? Daily, multiple times per day, etc.?
- 11. Professional development and travel (e.g., conferences, programs, etc.)
  - a. How will reimbursements and out of pocket expenses be handled for canceled travel?
  - b.
- 12. Performance evaluations
  - a. How will performance evaluations be handled?
  - b. What steps will be taken to mitigate concerns that performance evaluations could be negatively influenced by the coronavirus event?
- 13. Tenure/promotion
  - a. How will tenure/promotion processes be managed during the event?
  - b. What steps will be taken to mitigate exogeneous impacts?
- 14. Grievances
  - a. How will grievance procedures be protected and timing and deadlines be facilitated during the event?
- 15. Sabbaticals
  - a. How will sabbaticals be managed during the event?
- 16. Job abandonment

- a. What steps will be taken to insure faculty who are absent from their positions due to the event will not be considered to have abandoned their position or voluntarily resigned from the university
- 17. Layoff and recall
  - a. What steps are being taken to avoid layoffs?