

Subject: [col-sw-emp-fac-adj] Adjunct Faculty: Protocol Checklist for Fall Quarter
Date: Tuesday, August 25, 2020 at 2:44:50 PM Mountain Daylight Time
From: Amanda Moore McBride
To: Christine Mafana
Attachments: image009.png@01D67AEE.41BBF350, image010.png@01D67AEE.41BBF350, image011.png@01D67AEE.41BBF350, image012.png@01D67AEE.41BBF350

Greetings, GSSW adjunct faculty,

DU and GSSW are taking many precautions to prioritize the safety for all in our community and remain mission-centered. We recognize that you have received a range of communications regarding expectations and protocols regarding fall quarter. In an effort to streamline expectations, we offer the following checklists for you to follow depending on your planned campus "return status."

Depending upon your return status for fall quarter, please complete the respective checklist below and reference the [Testing and Quarantine Protocols for faculty and staff](#) for additional information. Please note that the Pathway Back to Campus Course and the new Office of Teaching and Learning Faculty Inclusive Institute Training (FITT) are **required** of all faculty, regardless of your return status.

If you are **not appointed to teach in fall quarter** but are in winter quarter, updated due dates will be sent to you closer to the start of winter quarter as protocols may change and evolve. As such, you do not need to complete either of the checklists at this time.

I appreciate the complexities these processes and requirements create during an already overwhelming time. While we have tried to address your questions as we drafted these checklists and their details, I also appreciate that the following may create other questions. We are here to support you. If you have any questions, please let Associate Dean Leslie Hasche or me know.

Thank you,
Amanda

A. [Return Status: Returning to Campus for the Fall Quarter](#)

If you are returning to campus for the fall quarter to either teach on campus and/or work in your office and/or take courses on campus, please follow the steps below before the start of the quarter:

- 1. Due by 8/28/20.** Login into [Pioneer Web](#) and click, "Identify campus return date," in the top left. From there, fill out the form in its entirety.
 - If you are currently in the Denver Metro Area, DU will provide COVID-19 testing. Select, "I would like to be assigned a testing date and time in the Denver metro area via DU during my pre-arrival 14-day window."
 - If you are not located in the Denver Metro Area OR if you prefer to utilize [another testing site](#), you need to complete a molecular test for the virus that causes COVID-19 and [submit your test results](#). As noted in the [DU protocols](#), returning to campus will depend on the results of this test.
- 2.** You must quarantine for 14 days prior to your return to campus date and [log your symptoms](#) every single day during the quarantine. If you are traveling from a [restricted travel state](#), you must isolate for 10 days in Colorado before coming to campus.
- 3. Due by 9/10/20.** Complete the **mandatory** [Pathway Back to Campus Canvas](#) course. Your return to campus will be prohibited unless you complete this course.
- 4.** Once you complete these steps, your DU ID card will be authorized for entry into Craig Hall and the

Research and Evaluation Center (REC). You must swipe your DU ID card every time you enter and leave the buildings. It is critically important that you follow this procedure.

5. **Due by 9/14/20.** If you are teaching in fall quarter, all DU faculty, including all series, adjuncts, and graduate assistants, must complete a **mandatory** one-hour Faculty Institute for Inclusive Teaching (FIIT) training between Monday, August 24th and Monday, September 14th, which is the first day of classes. This expectation was communicated in the August 5 email by the Provost regarding plans to support inclusive teaching.
 - a. This class will be automatically populated for you in Canvas on Monday, August 24.
 - b. There are 8 modules in the training. For each module faculty are expected to:
 - complete a pre-assessment (Likert-style) question,
 - based on your interest, choose **one** topic in each module for which you complete a reflection prompt, and
 - complete the post assessment (Likert-style) question. Once this is done for each module, you will receive a badge, and the next module will open.
 - c. Once you have completed all 8 modules, the required 1-hour training will be complete.
 - d. As recognition, upon completing the required training, you will receive unlimited access to the “Tiny Guides” embedded in the course.
 - e. Because this is self-paced, you could easily spend much longer than an hour, however, the course is designed for you to complete the basic requirements in one hour. Plan on spending about 7.5 minutes per module.
 - f. Should you want to dig deeper, fully explore ALL topics, and complete ALL reflection prompts, you will earn an Inclusive Teaching Certificate.
 - g. **Whether or not you are teaching fall term, you are expected to complete the one-hour training, which can also apply to student mentoring and to creating an inclusive workplace more broadly.**

B. [Return Status: Fully Remote During the Fall Quarter](#)

If you plan to be fully remote during the fall quarter, please follow the steps below before the start of term:

1. **Due 8/28/20.** Login into [Pioneer Web](#) and click, "Identify the campus return date," in the top left. From there, check "I am not returning in-person for fall term" and hit submit.
2. **Due 8/28/20.** Following completion of the “Identify the campus return date,” visit the COVID accommodations page within Pioneer Web. You may follow this [link](#) to directly login, or otherwise, you can access the COVID accommodations page from the “employee” task list within Pioneer Web. You will complete a short form there regarding your remote work.
 - a. If you have an ADA accommodation, follow the link at the top of the page and complete the form.
 - b. If you have a COVID accommodation, complete the short form.
 - c. If you have an informal agreement with your supervisor regarding your remote work, click that option and complete the short form; the form will route to your supervisor for them to indicate agreement.
3. **Due 9/10/20.** Complete the **mandatory** [Pathway Back to Campus Canvas](#) course. This course is required of all faculty, staff, and doctoral students, regardless of whether you will be on campus or plan to be fully remote, and must be completed by September 10, 2020. **No exceptions.**
4. **Due 9/14/20.** If you are teaching in fall quarter, all DU faculty, including all series, adjuncts, and graduate assistants, must complete a **mandatory** one-hour Faculty Institute for Inclusive Teaching (FIIT) training between Monday, August 24th and Monday, September 14th, which is the first day of classes. This expectation was communicated in the August 5 email by the Provost regarding plans to support inclusive teaching.
 - a. This class will be automatically populated for you in Canvas on Monday, August 24.
 - b. There are 8 modules in the training. For each module faculty are expected to:
 - complete a pre-assessment (Likert-style) question,

- based on your interest, choose **one** topic in each module for which you complete a reflection prompt, and
 - complete the post assessment (Likert-style) question. Once this is done for each module, you will receive a badge, and the next module will open.
- c. Once you have completed all 8 modules, the required 1-hour training will be complete.
 - d. As recognition, upon completing the required training, you will receive unlimited access to the Tiny Guides embedded in the course.
 - e. Because this is self-paced, you could easily spend much longer than an hour, however, the course is designed for you to complete the basic requirements in one hour. Plan on spending about 7.5 minutes per module.
 - f. Should you want to dig deeper, fully explore ALL topics, and complete ALL reflection prompts, you will earn an Inclusive Teaching Certificate.

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