**Faculty Expectations for the Fall 2020 Term**

Based on faculty and student feedback of the Spring 2020 term, the Chief Academic Officers and the Instructional Support and Planning Workgroup established minimum requirements and guidelines for virtual instruction for the Fall 2020 semester.

**Expectations for Faculty:**

* Read completely through all emails and instructions already provided, including the [Keep Teaching](https://resources.adler.edu/keep-teaching/) and [Keep Learning](https://resources.adler.edu/keep-learning/) documents available through the Adler Website: <https://www.adler.edu/news/coronavirus-update/>
* Consider the content and assignments that are most important. We serve as gatekeepers for our respective fields, but we must balance this with the universal stress on each of us.
* Lecture courses will use a mixture of synchronous and asynchronous learning within the course. For examples, please refer to the [Play Book](https://indd.adobe.com/view/1d694bf7-d1e3-45d6-91d5-bda4b3b6d9d2) and [Workload Calculator](https://resources.adler.edu/keep-teaching/) sent out in April.
* Publish courses in the LMS and include an updated syllabus that reflects any changes due to the shift in virtual instruction.
	+ Commit to having courses ready and published at least ***one week prior to the term start of 8/31 (Chicago), 9/6 (Vancouver)***.
	+ Due dates for assignments will be set by faculty within the course term.
	+ Each course shell within the LMS will include a Word document of potential templates that can be used to design your course, or you can design your own.
	+ *Activities and assignments turned in online are due at specific times in the home campus time zone (11:59pm).*
* Work with the Library regarding course books & videos
	+ Check with the library if you are not sure if your title(s) are available as library-format e-books and/or videos.
	+ The library cannot purchase any titles in print for the Library’s fall reserves, as Librarians are not on campus. When books are available as library-format electronic books/videos, the Library will purchase them in that format. Some titles are only published in print, or published electronically in a way that the Library cannot host (such as Kindle editions).
	+ **The last day the Library can accept title requests for library reserves is August 17, 2020.**
* Maintain regular communication (24-48 hours response time) and routines, including checking emails, prioritizing your tasks, and informing your supervisor of urgent matters. Explicit expectations are at the discretion of the faculty member.
* Utilize the LMS to submit and store assignments, and use OneDrive to integrate file sharing within the LMS.
* Review HIPAA compliance, accessibility policies, and confidentiality policies.
* Take attendance ***every class meeting in Self-Service***, using the [instructions](https://connect.adler.edu/studentservices/registrar/Documents/Forms/Faculty%20Forms%20Chicago.aspx) provided by the Registrar.

If you need assistance with course design or with settings in the LMS, please schedule a time here with a member of the EDI Team: [https://outlook.office365.com/owa/calendar/EDICourseDesignAssistanceFacultyCalendar@adleruniversity.onmicrosoft.com/bookings/](https://outlook.office365.com/owa/calendar/EDICourseDesignAssistanceFacultyCalendar%40adleruniversity.onmicrosoft.com/bookings/)