

UCONN

Associate Deans and Department Heads

John C. Volin, Vice Provost for Academic Affairs

April 27, 2020



Today's Agenda:

1. Welcome from the Provost- John Elliott
2. Remarks from Provost-Designate- Carl Lejuez
3. Announcements- John Volin
4. Concur Travel Update- Michael Mundrane

Reminder: submit questions through the WebEx chat feature.

COVID-19 Academic Affairs Update

- **UPDATED Pass/Fail Policy**

- In March, the University Senate voted to extend, for undergraduates, the availability for Pass/Fail grading for the Spring 2020 semester.
- The Senate Executive Committee is recommending to make further changes to extend the undergraduate deadline for choosing a grading option to May 15 (from May 1, with grades still due from instructors on May 12) and to allow students to make the grade change in either direction: from Pass/Fail to letter or from letter to Pass/Fail.
- Senators have until Monday, April 27 at 3:00pm to cast their vote.

COVID-19 Academic Affairs Update

- **Reminder- Students are permitted to drop courses up until the last day of classes**
 - Utilizing existing language in the University Senate bylaws, “Exceptions [to dropping classes after the first day of class] are made only for extenuating circumstances beyond the student's control.”
 - Current circumstances are deemed to be extenuating circumstances beyond the control of all of our students.

COVID-19 Academic Affairs Update

- **Summer 2020**

- Face-to-face classes at all campuses are canceled for May term, Summer 1 terms (beginning June 1), and Summer 2 terms (beginning July 13).
- Instruction for all summer terms will be delivered online or remotely through distance education.
- Clinical and field placements, along with internship experiences, may still be coordinated using traditional, face-to-face formats, subject to the policy and procedures of the University and external entities.

COVID-19 Academic Affairs Update

- **Fall 2020**

- We are planning to welcome all students on campus this fall. However, the uncertainty of the COVID-19 weighs heavily on our minds and, with our top priority being the safety and health of our students, faculty, and staff, we continue to evaluate a number of alternative scenarios for the fall semester.
- Faculty have been encouraged to begin planning now for the possibility that instruction may need to be online, face-to-face, or a combination of the two.

COVID-19 Academic Affairs Update

- **Fall 2020 continued...**

- The decision regarding face-to-face classes for fall 2020 will be based on a variety of factors including progress on slowing COVID-19, decisions by Federal and State governments on social distancing, availability of testing, and ongoing public health guidance.
- This decision will be communicated by **June 30, 2020**, and we will stay in regular communication as we move forward.

COVID-19 Academic Affairs Update

- **Sabbaticals** (spring 20' and fall 20')
 - Guidance will be forthcoming by the end of this week.

COVID-19 Academic Affairs Update

- **Covid-19 Course**

- Over 4,200 undergraduate students enrolled.
- Over 1,000 faculty and staff enrolled.
- 15 faculty from multiple departments, Allied Health, Public Health, Psychology, Pathobiology and Veterinary Science, Management, Business Law, Finance, Pharmacy, Nursing, Public Policy.
- Exploring ways to make this course available for alumni starting in mid-May and will consider offering this again in the summer for undergraduates for free.

COVID-19 Academic Affairs Update

- **Consulting**

- REMINDER: If you had a consulting activity approved which was canceled, or you are submitting a new request to cover a postponement, you should reconcile your previous request and mark that the activity did not take place.
- The consulting form is being updated.

If you have any questions about consulting, please reach out to [Sarah Croucher](#).

COVID-19 Academic Affairs Update

- **Pending: An additional year to be added to the clock for tenure-track faculty**
 - Accounts for the disruption in research that many faculty are facing.
 - Similar to FMLA-related extensions in which additional time is provided, but individual faculty may opt to submit their materials on the original timeline.
 - MOA developed with AAUP.
 - Pending Board approval (April 29, 2020).

COVID-19 Academic Affairs Update

- **Hiring and Spending Freeze**

Policy Statement: To manage the financial risks associated with the uncertainty of future revenues, the University hereby implements a hiring and spending freeze, effective immediately. However, this freeze is flexible in order to support necessary spending in response to the pandemic, sustaining our teaching and research missions, and keeping our employees and students safe and healthy. Essential personnel will be staffed to meet the service level expectations of the University.

COVID-19 Academic Affairs Update

- **Hiring and spending freeze continued...**
- Hiring and personnel expenditures
 - New non-faculty hires on both regular and special payroll are allowed only by exception and with the approval of the President, Provost, or Executive Vice President for Administration/CFO.
 - Faculty searches that have been approved by the Provost will proceed. New searches, as always, will require the Provost's approval.
- Non-personnel operational expenditures
 - New spending should be undertaken only for a necessity under current context.
 - Existing contracts for goods and services should continue as per contract provisions.
 - Contract renewals should be reviewed to determine the necessity of the expenditure, and the risk to the University of not renewing the contract.
 - Plans and encumbrances for supplies, equipment, and other services should be reviewed and reconsidered as necessary or not.

COVID-19 Academic Affairs Update

- **Hiring and personnel expenditures**

- As we think strategically about which hiring may move forward during this time, we must maintain the quality of the student experience, ensure the viability of our research and revenue-generating programs, and mitigate long-term harm to the institution.
- It is possible that some openings, if left unfilled, will have ripple effects on the efficiency and timeliness of other processes.
- Every position vacancy is an opportunity to re-engineer and redesign our operation for greater quality and efficiency. We ask that you evaluate your hiring needs with these considerations mind.

COVID-19 Academic Affairs Update

• Hiring Faculty

- All faculty positions already approved in the FY21 faculty hiring plan will proceed as planned. No action is needed on your end.
- Any **new** faculty positions – either new searches, audit/waivers, or additional offers on an existing search – will be reviewed judiciously. **To request approval**, the Dean/Director should send the following to the Provost (copy Bridget Inzirillo):
 - Justification
 - Proposal for funding
 - Startup budget and proposal for funding startup package (if applicable)
 - Space implications
 - Adjunct faculty hiring can proceed on special payroll according to regular workflow approval; adjunct hiring does **not** require Provost approval.

COVID-19 Academic Affairs Update

• Hiring Staff

- Regular payroll staff searches that are at the “OIE – Approved” stage or beyond may proceed. This means that OIE must have approved your search to proceed to interview stage prior to the spending freeze announcement on April 10, 2020.
- Regular payroll and special payroll staff searches that are entirely grant funded may proceed.
- All other regular payroll and special payroll staff searches will be paused at their current stage of workflow, and any new regular or special payroll hiring requests should not be entered into workflow.
- **Exceptions** to staff hiring rules will be reviewed judiciously by the Provost. **To request an exception**, units should complete [this form](#). The form should be submitted by a designee at the unit level (dean, director, AVP office) rather than department level, signaling the unit leader has approved. Each request will be reviewed with the Provost. Contact Bridget Inzirillo with any questions. The form will ask you to provide:
 - Overview of the position (title, new/refill, job description, etc.)
 - Justification, including impact on students, teaching, research, or life/safety
 - Alternatives considered

COVID-19 Academic Affairs Update

- **Capital expenditures**

- Capital projects in planning and design cannot move into construction without approval of the President, Provost, or EVPACFO, and confirmation by the Board of Trustees for larger projects.
- For questions about your pending projects, or to **request approval** to move a project forward, contact Deborah Shelby. Each request will be reviewed with Interim Provost Elliott and all other levels of approval as appropriate.

Announcements

- **AAUP Merit**

- Guidance will be shared with university leadership in the coming days.

For more information contact [Bridget Inzirillo](#).

Announcements

New Dean and Department Head Orientation -PTR Session Only

Date: Tuesday, April 28

Time: 12:30-2:00pm

Location: WebEx

RSVP to Amanda Pitts, amanda.pitts@uconn.edu

Questions?