



FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

MEMORANDUM

To: Instructors of In-Person Fall Classes
From: Janet Kistner, Faculty Development & Advancement

I hope that you are all feeling well prepared and supported at the start of this unprecedented fall semester, one that involves lecturing while masked, teaching in rooms set up for distancing, and having cleaning products stationed by your classrooms so students can clean their work spaces. This is a semester unlike any other in our history!

Keeping you and your students as safe as possible during this health crisis is the university's top priority (see [Stay Healthy FSU](#) for more information). Over the past few months, you have received lots of announcements about new policies and practices. I will not attempt to repeat them here but I will mention two:

To minimize the spread of the coronavirus on campus, the university has created the [Secure Assessment for FSU Exposure Response \(SAFER\) Team](#). This team is currently developing a set of FAQs to assist instructors that will be available soon.

Many of you have asked for guidance on how to respond to students if they are not wearing masks or maintaining appropriate physical distance from others in the classroom. Please check out the [Face Covering and Social Distance Compliance Matrix](#). There is a section at the end on instructor guidance that I hope fully answers your questions.

Finally, I want to remind you that some of our [academic policies](#) have been modified in response to our current health crisis and to call your attention to two of these modifications:

1. Required Use of Canvas: for distributing and storing the course syllabus along with any syllabus updates, housing all available recordings of course activities, and maintaining student grades for student viewing (instructors may use Canvas or manually enter final grades via the grade submission tool in my.fsu.edu). The only exceptions are courses set up as individual academic experiences such as directed independent study (DIS), supervised research, supervised teaching, preliminary examinations, and thesis or dissertation credits. Please note that individual departments, schools, and colleges may require that other features of Canvas must be used.
2. Class Attendance and Documented Medical Excuses: to keep us all as safe as possible during the current pandemic, students are asked to remain home if they are feeling ill.

Further, we realize that it may not be feasible for students to obtain documentation for missing class (i.e., it may be necessary to limit visits to the University Health & Wellness Center to meet other health care needs). Because of these unusual circumstances, and in the interest of protecting everyone's health, we ask that instructors not penalize students for absences due to illness for which they cannot provide documentation of medical treatment and to modify attendance policies in ways that eliminate dependence on documentation of medical treatment. The Faculty Senate Steering Committee has issued a set of [guidelines for modifying procedures related to absence documentation for Fall 2020](#) and information about COVID-related communications related to teaching..

Thank you for all you are doing for our students, including giving them the opportunity to be back in the classroom again. Please don't hesitate to contact the [Office of Faculty Development and Advancement \(FDA\)](#) if you have any questions or concerns and check out our [website](#).