

Teaching procedures for instructors who wish to teach on campus and grading policies

From Senior Associate Vice Provost for Teaching and Learning Sarah Church/Dean Steve Graham

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Dear SE3 faculty colleagues

It's a phenomenally stressful time, and all of us are feeling the added stress of a rapidly approaching Spring Quarter. I write this evening with news on two matters of vital concern for Spring Quarter: teaching procedures and grading policy.

Teaching policies and procedures

Sarah Church, Senior Associate Vice Provost for Teaching and Learning and leader of the University's COVID-19 Academic Continuity Team, earlier today issued policies and procedures for instruction for Spring Quarter. To avoid any confusion by paraphrasing, I'll simply use Sarah's words as they were sent to the deans. See also the attached document.

"The academic continuity group has developed, and the EOC policy group has approved, a set of guidelines and policies to help you and your departments navigate requests for exceptions and for teaching space on campus. **The document underscores that Stanford expects that the vast majority of instructors will teach from home throughout spring quarter.** Still, we anticipate that there are a limited number of instructors for whom this is logistically or technologically unfeasible. As the policy states, recommended exceptions include, but are not limited to, inadequate internet capability in one's home; inability to secure private or quiet space for instruction; or the teaching of a course with specialized space requirements, such as labs or performance spaces. **We reiterate that given the nature of the unfolding situation with COVID-19, chairs should also explore other options with their instructors such as postponing the course.**

We believe that the schools and VPs are best placed to determine when such exceptions apply to their own courses, and so we are asking each of you to develop a local process to assess and grant exceptions using the attached document as a guide. We envisage that the exceptions process would proceed as follows:

- Instructors should contact their department chair or program director to make a determination about whether the request is warranted, or whether there are other steps that could be taken.
- If warranted, the request would then be forwarded to the Dean or VP's office who would make the final determination to grant or deny the exception,

- If an exception is granted, the name of the instructor teaching on campus, and the teaching location must be communicated by the Dean's office to the Registrar's office, once approved.

Substantial resources have been added to Stanford's [TeachAnywhere](#) site. The registrar's office is also available to answer questions, which can be directed to reg-events@stanford.edu"

I've consulted with our associate deans and department chairs, and we concur that the guidelines and possible exceptions listed above make sense for Stanford Earth. I want to add, on behalf of the associate deans and department chairs, that we are particularly concerned for those of you who have young (or not-so-young) children at home and are multi-tasking with homeschooling and childcare, especially in small homes, or who are otherwise doubled or tripled up with situations like caring for elders or the ill/disabled in your families. We will attempt to be as accommodating as possible! Likewise, we are increasingly aware of those with internet bandwidth problems (count me among them!!). For those in that category, please contact John Freshwaters, our fantastic CIO, if you are faced with such problems to explore possible fixes.

I want to underscore that the California and Santa Clara County strictures remain in place for the time being and could be extended into the Spring. Accordingly, we need to keep campus traffic to a minimum. Exceptions will granted on a case-by-case basis, but if you don't fall into the groups enumerated above, don't even ask! Most on-campus teaching will have to take place in individual faculty offices (practice good hygiene!). We will compile other rooms for possible use, which if used successively by people, will require careful cleaning protocols.

Spring Quarter grading

The faculty senate met this afternoon in an emergency session of unprecedented length (at least in modern times)---a nearly four-hour Zoom meeting! The was much very thoughtful debate about how courses should be graded in Spring Quarter. You were represented there by your senators, Dusty Schroeder and Karen Casciotti. I was there in an *ex officio* capacity. I'll cut to the chase: In a split vote, but with a clear majority, the Senate voted that all university courses will be on a S/NC grading basis in Spring Quarter. The professional schools--Law, Medicine, Business--have their own grading schemes and are exempt from this mandate.

Well, that's a lot of big news for one day. We now have some clear guidance for Spring Quarter, which I hope will alleviate at least some of the stress we are all experiencing. I'll sign-off for now, but will attempt to answer any questions you might have (or refer you to people who may have answers)---but not tonight!!

Be well and stay out of harm's-way!

Steve

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