

Contingency Plan for Instructional Coverage

Updated: 3-24-2020

Effective: through Spring 2020 semester

This document describes the process to follow if a primary instructor is unable to perform typical instructor duties, including submitting final letter grades, for their class(es). 'Contact' refers to the person assigned to oversee the class in question (see below). If an instructor teaches two classes that fall under different contacts, the instructor will work out a single primary contact, but some actions may be taken by both relevant contacts.

Contacts:

*Nick Keuler for 301, 324, 371, and 572 (backup: Henry Mendoza)

*Derek Bean for 303-05, 309-10, 311-12, 333, 421, 424, 471, and 627 (backup: Panduan An)

*Cecile Ane for 302, 340, 349, 351, 453, 479, 542, 602, 610, 615, 679, 710, 732, 775, 850, 992, and 998 (backup Vivak Patel)

Summary of Immediate Action Items for Instructors (See Full Description of Process Below):

* 1(a): Instructors are required to identify at least one person (hereafter 'alternate') who could cover for them if they are unable to perform duties and confirm that the alternate is willing to serve in that capacity. The name of the alternate should be shared with the contact. Deadline: 3-23-20

* 1(b): The instructor should make sure the contact has the most up to date syllabi for their classes, and that those syllabi have sufficiently detailed instructions on how final grades are to be computed. If additional information about grading is required, this should be sent to the contact. Deadline: 3-23-20

* 1(d)(ii): Remaining exams for the course should be written as soon as possible. Deadline: 4-3-20 or in time for any already scheduled exam.

* 1(d)(iii): Instructors must have a working plan for how materials will be shared with the alternate and how the course will move forward in their absence. This plan should be shared with the alternate and the contact and then approved by all parties. Deadline: 3-23-20

* 1(d)(iv): Instructors must record scores for all relevant assessments (exams, homework, quizzes, etc.) either on Canvas, or if not on Canvas, in a file that is shared with the contact (say, via Box), or in some manner that the contact has access to it at all times. Regardless of format, the scores must be updated immediately when new scores become available. Deadline: 3-23-20

Full Description of Process:

1. Prior to event (i.e., now, and for all classes)
 - a. Instructors are required to identify at least one person (hereafter 'alternate') who could cover for them if they are unable to perform duties and confirm that the alternate is willing to serve in that capacity. The name of the alternate should be shared with the contact.
 - b. The instructor should make sure the contact has the most up to date syllabi for their classes, and that those syllabi have sufficiently detailed instructions on how final grades are to be computed. If additional information about grading is required, this should be sent to the contact.
 - c. Instructors should remain in contact with the alternate periodically, with the alternate told that they should contact the instructor if they can no longer act as an alternate. If this happens, the instructor needs to identify a new alternate.
 - d. The contact will communicate to all relevant instructors the following information:
 - i. Instructors will be notified who is their contact and instructed to direct all communication regarding instruction continuation to that contact.
 - ii. Instructors should have materials constructed and prepared as much in advance as possible. This may include lecture content, discussion sheets, homework assignments, quizzes, exams, etc. as applicable. At a minimum, materials should be created two weeks in advance. Exams are especially critical as it will be quite difficult for an alternate to write appropriate exams. Exams for the rest of the course should be written as soon as possible.
 - iii. Instructors must have a working plan for how materials will be shared with the alternate and how the course will move forward in their absence. This plan should be shared with the alternate and the contact and then approved by all parties.
 - iv. Instructors must record scores for all relevant assessments (exams, homework, quizzes, etc.) either on Canvas, or if not on Canvas, in a file that is shared with the contact (say, via Box), or in some manner that the contact has access to it at all times. Regardless of format, the scores must be updated immediately when new scores become available.
 - v. At the first sign of possibility that an instructor may not be able to complete their duties, they are to notify the contact and the alternate.
2. If event occurs (i.e., only if necessary)
 - a. Instructor notifies contact and alternate of possibility that they may not be able to perform duties
 - i. Contact monitors situation
 - ii. Contact notifies Alissa Wilson (backup: Nancy Brinkerhoff) to give SIS, Canvas, and ClassList access to the course as a supervisor to the contact and the alternate.
 - b. If it becomes certain or nearly certain that the primary instructor will not be able to perform duties:
 - i. Instructor notifies contact, alternate, and TAs (if applicable) that a switch of duties will occur.

- ii. The plan for instruction continuation created and approved in 1(d)(iii) is implemented.
 - iii. If applicable, alternate contacts TAs to determine the nature of weekly coordination.
 - iv. Once all assessments are graded, either the contact or the alternate can use the instructions in the syllabus to assign letter grades and enter them in the Faculty Center on MyUW.
- c. If at any time the primary instructor regains the ability to perform any of their usual instructional duties, those duties revert to the primary instructor, with continual monitoring by the contact.