Faculty,

Welcome to the (almost) start of the Fall semester. I hope the summer was productive, fun, and rejuvenating. Below are a few items that you will find helpful for your classes.

**Face Masks:** Currently, Villanova is not requiring face masks. Faculty may require students to wear masks in their classes, laboratories or offices, and students must comply with this request. Students and staff may ask the same of one another when meeting or getting together. For details go [here](#). You should set your eating and drinking policies for your classes in your syllabi.

**Class Modality:** All courses must be taught in the modality in which they are listed in the [master schedule](#). If no modality is listed it is by default an in-person class. Changes in modalities from a course’s traditionally offered modality must be approved by the chair/program director and the dean prior to student registration and identified as such on the master schedule. It is important at the time of registration for the students to know the modality of the course and for that modality to be followed for the semester unless the faculty member has specific reasons to change the modality for the entire semester. In keeping with the [Course and Class Regulation policy](#), faculty who need to miss a class for reasons defined in the policy may temporarily move a class online and should inform their department chair/program director.

**Faculty Isolating/Quarantining:** If you are COVID-19 positive, please let your department chair/program director know that you will be isolating. If you are a close contact you are expected to follow CDC guidelines and if required to quarantine let your department chair/program director know. For details go [here](#). You may move your class temporarily online while isolating or quarantining. You may also choose other options such as recording lectures, providing materials, have a colleague fill in, etc. Always consult your chair/program director as some courses (labs, clinicals, etc.) may require special attention. Also, notify the students as soon as possible about any changes.

**Students Isolating/Quarantining:** You will be contacted by the student's dean's office when a student tests positive for COVID-19 and therefore must isolate and miss class and when a student is a close contact who must quarantine and miss class. Students who are COVID-19 positive or who are identified as close contacts will be expected to follow CDC guidance. For details go [here](#). Missing class to isolate or quarantine are considered excused absences and there is no penalty for missing classes. Students can make up the work, be given equivalent alternative assignments, or be given make up assessments or online assessments. In addition, if they are unable to complete work on time due to illness they should be given reasonable extensions. Please consult with your department chair/program director if you have any questions or reach out to me. Furthermore, you are to provide students in isolation with the
class content and this can be done by many ways and the option is yours as the faculty in charge of the class. Some options are:

- You can allow these students to participate in your class by Zoom if appropriate, but are not required to do so. Please design your class activities to function well with this option.
- You can record your class via MediaSite in the classroom if available or using Zoom on your laptop and provide the recording to the student who can follow up with any questions they have.
- You can provide lecture slides, notes, or other course material for them.
- Other suitable options of your design.

**Class Attendance + Occasional Virtual Access:** Remember that the official University attendance policy is still in effect along with the additional exceptions for COVID-19 isolating (see above). There is a strong desire from the students to be allowed to participate online for an in-person class under specific circumstances (feeling ill, traveling for an official University purpose, attending an interview, etc.). Faculty may allow students in an appropriate in-person class to attend online, but are not required to do so. It is also best to explain the reasoning to your students about your choice for this option. VITAL can assist you with planning for online participants.

**Chosen First Name and Pronouns:** Beginning in Spring 2022, Villanova made it possible for all faculty, staff, and students to enter a chosen first name and personal pronouns into Banner. Chosen first name and personal pronoun will now appear on class lists and other university communications. Please see here for details. Villanova has also put together best practices for being gender inclusive in our work spaces, laboratories, and classrooms— especially for those who identify within transgender, nonbinary, gender nonconforming, and/or gender questioning communities. This resource will also help you with handling gender stereotyping or misgendering in your classes if needed.

**Student Support Services:** A comprehensive guide to University-wide resources (academic, professional, financial, and well-being) available to undergraduate and graduate students will be mailed to all faculty near the start of the fall semester and a website is available as well. Familiarize yourself with these resources and direct students towards them when needed.

**Advise for Faculty:** Advise is a new software integrated into Banner for assisting with student advising and support. Please enter feedback on students in your classes who are struggling, not showing up to class, or not engaging with the course materials so that advisors and support systems can intervene. Advise for Faculty can be found in MyNova. Currently Advise is being used for undergraduate students but will expand to graduate students in the near future.
**Learning Accommodations:** All students receiving official learning accommodations for your classes must be registered with Learning Support Services (LSS) or the Office of Disability Services (ODS). Starting this fall, ODS will join LSS in communicating all accommodation letters and exam proctoring requests to faculty through ClockWork. LSS and ODS remain separate in their operations of both accommodations and exam proctoring. Please read student’s accommodation letters and emails closely to determine which office a student is registered with. You can find detailed directions for how to review students’ accommodation letters and confirm tests on the [LSS website](#). As always reach out to [LSS](#) or [ODS](#) with any questions about your registered students or to learn more about utilizing Clockwork.

I wish everyone a great start of the semester. Thank you for all your continued hard work and support of our students. As always please reach out with any questions at any time.

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