

Academic, Research/Extension, and Faculty Service Endeavors

FAÑOMNĀKAN 2021 CONTINUITY OF OPERATIONS PLAN (COOP)

Committee Members: Faculty Senate President, Senior Vice President and Provost, Faculty Union President, SBPA Dean, EMSS Dean, Int. Chief Information Officer, Research Directors, Faculty representatives, Residence Halls Director, and Student Government Association (SGA) representatives.

Planning and Preparation for the continued Pandemic Response

Instruction will continue in the event of a partial or full campus closure. In PCOR 1 or 2, only online course delivery is allowable, by executive order. The University has received WSCUC authorization to continue remote instruction for the entire semester.

If the Governor determines it is safe to enter PCOR3, the university may allow a limited number of courses to be offered in face to face formats, where the best learning environment requires contact, and all government and UPOP standards have been met to protect the health and safety of faculty and students. More guidance can be found below.

Faculty and students should stay informed of any relevant updates to the plan on the UOG website: www.uog.edu or through email updates sent to the campus community.

This plan and other continuity of operations plans will be periodically updated. Faculty and students should stay informed of any relevant updates to the plans on the UOG website: <https://www.uog.edu/covid-19/#Operations> or through email updates sent to the campus community."

Stay-home advisory

Faculty, staff and students should not physically attend class or work when sick to reduce possible exposure to others. Appropriate leave and variance forms indicating the alternative delivery method for all courses are required. Students should contact their professors as indicated in the syllabus for attendance and participation policies.

If, due to severe illness or other factors for which a faculty member is unable to complete courses online, the dean will follow university policy to identify qualified faculty to fill in the remainder of the online instruction and becomes the instructor of record for assigning course grades.

Subject to verification and appropriate Vice President approval, employees infected with COVID-19 will be placed on administrative leave, on full pay, rather than sick leave, using normal leave procedures requested through the employee's supervisor.

Additional Breaks

Due to the added stresses of continued safer-at-home conditions and the success of the Triton, Take A Break in late October, the UOG President, Faculty Union President, and the Senior Vice President & Provost have agreed to modify the academic calendar to include two additional long weekends in the Fañomnākan Semester, in addition to the Spring break scheduled in the 10th week of the semester (March 22-27).

The first long weekend will be **February 13 through 16**, observing President's Day. The second 4-day weekend will be **April 2 through 5**, observing Good Friday and the day after

Easter. There will be no classes held during these breaks, no deadlines, and no faculty meetings.

Similar breaks will be considered, and announced, prior to any further semesters interrupted by pandemic conditions.

Continuity of Classes or Other Academic Activity

If local or campus officials determine that additional steps need to be taken in response to a community outbreak and to prevent further spread of the disease, the following guidance is provided for the continuity of instruction:

Online course shells for all classes are available on Moodle. Training modules and other resources can be found in “Faculty Workshop” on Moodle and the GLE online faculty development series. Moodle Help Desk is available to assist with uploading course content, with an increased number of computer center TAs trained in university support technology.

Enrollment Cap Considerations

The BOR/Faculty Union *Agreement* describes a consultative process for setting course enrollment caps, wherein the faculty propose a schedule for the Dean's approval, and the Dean's decision concerning course capacity is final (see Art VI, H, p. 38).

Accordingly, course schedules for Fañomnåkan 2021 were submitted and approved in October. The Registrar has agreed to make visible the course cap information in the published and online schedules.

WSCUC approval for another semester of online delivery has been granted. To maintain high quality instruction and to ensure interpersonal faculty-student interactions in this remote learning environment, course enrollment caps may be modified. Faculty members requesting to modify the course enrollment cap should make a request of their division chair who, with endorsement of the division, will submit a memo or email message to the Dean.

In-Person Activities

In the event that PCOR3 is declared, the decision to open campus rests with the President. Campus services may be available within one week of PCOR3, but course activities may not become active for another week after that. The Senior Vice President and Provost will issue instructions to deans on how to resume partial or full face-to-face activities. The University will provide guidance on what courses, if any, may be allowed to resume on campus.

The safety of students and faculty must be priority one. Violations of social distancing and mask wearing requirements not be permitted. Students who do not comply will be asked to leave. Campus security may be called (735-2370 or 888 -2456) to assist. Faculty may report students to the EMSS dean for further disciplinary action under the code of conduct.

There are some activities that cannot be replicated in an online or virtual format, such as, but not limited to, labs, clinicals, practicums, student teaching, internships, music lessons, and capstones. Scheduling these activities requires the advanced consent of the instructor, approval of the dean, and permission of the Senior Vice President & Provost. In most cases, existing MOUs with external organizations hosting experiential learning activities for students will need to be amended to reflect additional safety protocols and student rights. Please contact your respective deans and general counsel for guidance.

The limited number of in-person learning activities will be subject to greatly reduced seat capacity due to social distancing. Enrollment caps may not be overridden by faculty in face-to-face and hybrid courses. Faculty may stagger attendance, so that only a portion of the class is expected to be physically present at one time.

Students should have the ability to request reasonable, alternative activities if they are unable (or uncomfortable with) to participate in-person. Students make a request for alternate activity to their faculty member who will seek guidance from their dean to determine if the alternative can be supported within existing resources and maintain academic integrity. For Face to Face courses, one reasonable accommodation is an unrecorded live-feed option. Faculty would need to work with their dean and OIT to make sure equipment is available to exercise this accommodation.

Alternative Delivery Options

Faculty must ensure continuity of courses during a partial or full campus closure. The following platforms have been identified and are supported through existing technology at the university:

Synchronous options

- Conference phone lines for up to 25 people with 24 available conference lines available.
- *MS Teams*: All Office 365 accounts can message and call each other using Teams. MS Teams access is now integrated into MOODLE, as well.
- *Big Blue Button*: A MOODLE activity can be created to use Big Blue Button for a scheduled session. (Five maximum concurrent sessions.)
- *Skype for Business*: All Office 365 accounts can message and call each other using Skype
- *Zoom*: There are a limited number of secure Zoom accounts at the University. Contact OIT or TADEO to inquire if other options may be more appropriate.

Asynchronous options

Faculty can record lectures in the cloud using these platforms:

- *Lecture Capture*: use Big Blue Button or Voice Thread to record an online presentation
- *Multimedia Forum*: use VoiceThread to engage in multimedia discussions.
- *Third party content*: Faculty can reference third party (MOOC) content such as Coursera, Khan Academy, or LinkedIn Learning.

In the event of a change of delivery method mid-semester, amended syllabi reflecting the change of delivery method and/or assignments and grading for the remainder of the semester should be distributed to all students and submitted to the Dean within the week.

Non-traditional courses: Separate accommodations should be made for courses that cannot be delivered online such as, but not limited to, labs, clinicals, practicums, student teaching, internships, music lessons, and capstones. Separate accommodations for non-traditional courses must be approved by the Dean. Protocols for face to face contact have been set by respective deans following UPOP and Government guidelines, and include specific instructions on room use, sanitization, social distancing of workstations, and temperature checking. Masks and social distancing are required on campus.

Hybrid/Online Course Approvals: Approval for hybrid/online delivery of courses will continue to be waived during this period. Hybrid courses which meet mostly online but are still intended to have some face to face contact, such as exams or practical application activities, must follow the protocols above to receive permission for face to face contact.

Content Ownership: All university policies regarding content apply. Faculty own all content put on Moodle except for courses that are paid for by the University. Once courses close and are backed up, OIT maintains the content in a backup file for 3 years. Faculty permission is required by any administrator or other faculty before content can be used or shared.

Technical Assistance and Other Resources: Moodle Help Desk will remain available to assist with the upload of course content. Email moodlehelp@triton.uog.edu for assistance.

Authentication software: The University has partnered with external services to proctor exams online. These services are used by hundreds of colleges and universities to ensure that those taking tests are in fact who they say they are. The services are confidential and secure. For questions or concerns please contact moodlehelp@triton.uog.edu.

Considerations about Recording

Both Intellectual Property and FERPA (student privacy) rights apply to class sessions. Students are not allowed to record class sessions. In a situation where a student has a reasonable ADA accommodation letter, arrangements can be made to record the session for the student.

If an instructor chooses to record any class session to make it available for students within the MOODLE shell, that is his or her prerogative. The following FERPA protections would apply: (1) distribution of the recording be limited to those in the class and the recording should not be made public; (2) no personal identifiable information from student education records are in the recording; (3) the recording does not directly relate to a student; and (4) the recording is not made a part of any student's student education records.

Advice to the faculty who would like to record an online course session or other meeting involving students:

- Ask students consent to record the session. If anyone objects or is uncomfortable, you should not record.
- Please be certain that only the instructor or teaching assistant may record and distribute the recording.
- While the session is being recorded, allow students to stop their cameras.
- While the session is being recorded, do not require students to speak and allow commentary from the chat.

Contact TADEO for further options.

Syllabus Statements

Faculty should include several statements in their syllabi due to this ongoing situation. The COVID statement is required to be listed in all syllabi, with no alterations. Guidance on the alternate grading option may be listed at the instructor's discretion. The notice of not recording sessions is strongly advised. Faculty should provide clear expectations of online etiquette of students. If you expect students to turn on their video when speaking, for example, list them. If you accept or do not accept written comments in chat boxes, this should also be noted. Explain what active course participation means in advance.

Reminder of some best practices for the online course meetings: (Suggested)

- Pick a quiet room so background noise is minimized.
- Log in a little early so there is no delay in your efforts to connect. Maybe 10 minutes before start time.
- Stay on mute until ready to speak. Then re-mute when done speaking. Speak loudly, clearly, and not too fast.
- If your internet is not robust, you could stay on audio versus video until you are ready to speak.

COVID Statement: (Required)

The University of Guam is experiencing continued disruption to delivery of instruction during the global coronavirus pandemic. The University will follow executive orders and may be forced to close again, causing more modifications as the semester progresses. All changes will be posted on the UOG website, www.uog.edu.

- Contact Office of Information Technology at 735-2630 or oit@triton.uog.edu
- Contact the Triton Advising Center at 735 – 2271 or tac@triton.uog.edu
- Contact Uplift Counseling Services at 787-7978 or uplift@westcare.com
- Contact Project Tulaika Mental Health Services at 647-5317; 647-1901; 647-5440; 647-8833/34 or care@gbhwc.guam.gov

In face to face courses, wearing masks and social distancing is required. Anyone who has a fever, or any other symptom, should stay home. If you do not comply with these directions, you will be asked to leave, and if you do not, class will be cancelled. Patience, respect, and cooperation are needed from all of us to persist through these uncomfortable times.

Guidance on Alternate Grading Option: (Optional)

Students have the right to use the alternate grading option this semester, but you should be aware that this option may not be appropriate in all courses. [This course is such a course.] In most courses required for professional certification, or programs requiring specialized accreditation, letter grades are required. Think carefully, and talk through your options with a trusted advisor, before exercising this option.

No Unauthorized Recording: (Optional, suggested)

Only the instructor may record class sessions. Unauthorized recording of online class meetings is not allowed, to include screen shots that include identifiable information of any person in the session. Not only is the delivery of course content the intellectual property of the instructor, but students enrolled in the course have privacy rights. Unauthorized recording and distribution of online courses may violate federal law.

Course Considerations

This pandemic has caused a widespread disruption of activities never experienced in human history. Simple activities such as obtaining food, fuel, and other necessities are much more complicated than before. Many families, especially multi-generational households, are sharing resources, adding responsibilities to many of our students and burdening the technical capacity available to them.

Faculty should offer the greatest possible understanding and support to students in accommodating late work, missed exams, and other activities which may be beyond the students ability to control or explain. It is important to maintain standards of learning, but “reasonable

accommodations” may include extending deadlines, accepting alternate assignments for exams, and options that a professor may not have considered in the past.

Assessment of student challenges: At the beginning of the semester, or whenever the government or university issue major directives in response to changing situations, faculty are encouraged to reach out to students to identify challenges they may be experiencing (e.g., internet connectivity, shared computer resources, remote space challenges, etc.) and provide students guidance to contact TADEO for assistance and reasonable accommodations.

Contact Hours: All courses will still meet UOG credit hour requirements. Course contact hours can be documented using email exchanges, Moodle logs and summary reports, discussion boards, etc. Faculty should seek guidance from TADEO, their deans, or peers to determine the best means to track course online contact hours.

Evaluations: Student evaluations of faculty will be administered during this period to comply with the terms of the Board/Union Agreement. The SVP/Provost has advised deans to consider the emergency situation in annual evaluations and to “hold faculty harmless” from negative student evaluations. Subject to the emergency situation, and PCOR and UPOP guidelines, the SVP/Provost reserves the right to completely suspend evaluations to protect the health and safety of students and faculty.

Incomplete Grades: Issuing incomplete (I) grades should be used as a last option for students who are unable to access courses and course content due to connectivity or other technical issues. Extending the time for completion of incomplete grades for undergraduate students may be extended from one semester to one year. The existing timeline of one year for completion of incomplete work for graduate students remains the same. Other options can be used after appropriate consideration is given to the conditions of student financial aid awards.

Office Hours: Office hours should occur remotely when possible. Office hours must be maintained at current levels (6 hours with reasonable access every week) and can also be held using email, Zoom, Skype (available using Office 365 account) or other platforms. If campus is closed, office hours may not be held face to face. If campus is open and PCOR 3 is in effect, face to face meeting can be held if both the student and professor are comfortable with this, and all mask, social distancing, and other requirements are followed, including sanitation processes and permission from the Director or Dean.

Reasonable Accommodations for Students with Disabilities: The EMSS ADA Accommodations office will identify, coordinate, and communicate approved and/or modify accommodations within alternative delivery methods accessible for students who are registered for accommodations.

The ADA counselor will:

- contact and coordinate with professors to identify accommodations that need to be added or modified to currently approved accommodations
- coordinate with professors to identify assessments and evaluations
- draft Faculty Notification Letters (FNL) specifying approved accommodations and email updated FNL to the student and professor(s); also send FNLs to student and faculty when no additions or modifications are being requested
- monitor receipt of updated FNLs
- monitor students on a weekly basis to ensure student access to accommodations

- contact professors on a weekly basis to ensure delivery of accommodations
- accept New Intake student request for accommodations via phone, email, Zoom and/or another accessible platform
- accept via email Documentation of Disability
- ensure accommodations request forms are available on the EMSS webpage.

Closed-Captioning available upon request. Contact TADEO for further assistance.

Alternative Grading Option

Alternate grading will continue as long as alternate delivery continues. For each undergraduate course completed, students will have the option of replacing the letter grade earned with an alternative grade that will not affect GPA calculations. This approach is similar to those taken by several of our peer institutions.

The alternate grades available to undergraduates are as follows:

- **Pass (P)**. Grades of C or better will be converted to a P, allowing the course to count as a prerequisite, any program requirement, or any other university requirement, and will allow progression to higher courses.
- **Credit (CR)**. Grades of D will be converted to a CR, allowing the course to count for certain general education courses or as pre-requisites in certain (but not many) majors.
- **No Credit (NC)**. Grades of F will be converted to NC, which means the student must retake the course for credit, but the GPA will not be negatively impacted.

By Graduate Studies policy, a grade of C or better is required for students to receive credit, so these alternative grades are not appropriate for graduate coursework.

For courses in which students earn a P (Pass) or CR (Credit) grade, the credits will count toward total credits earned and completed courses for financial aid purposes. Choosing the alternate grading option will not negatively impact students' academic journeys at UOG. P grades will not be a barrier to entry into subsequent courses and CR grades will allow entry where a passing grade but not a grade of "C or better" is acceptable.

Procedures for Students

1. The Request for Alternate Grade Option can be found online.
<https://www.uog.edu/resources/files/admissions/FILLABLE-ALTERNATIVE-GRADE-FORM.pdf>
2. Deadlines correspond to the posted deadlines for withdrawal.
 - a. If the request is submitted during the voluntary withdrawal period, prior to March 17, the request will also be treated as voluntary, and not require additional signatures.
 - b. If the request is submitted during the involuntary withdrawal period, between March 18 and May 14, the consent of the instructor and your advisor are also required.
 - c. Requests may not be submitted after the last day of classes.
 - d. If the University modifies withdrawal deadlines due to changing circumstances, the deadlines for the alternate grading option will also be adjusted.
3. Completed forms are emailed to bjflores@triton.uog.edu.

Faculty Grading Autonomy

Faculty retain the autonomy to determine student grades under this program as below:

1. If the student requests alternate grading before the voluntary withdrawal deadline, the faculty grade determined grade will be converted to an alternate grade in strict conformance to the scale indicated above.
2. If the alternate grade form is signed by faculty, they are expected to enter an alternate grade. In the event the form is signed but a letter grade is entered, the signature on the form will serve as the authorization to convert the letter grade to the alternate grade.
3. Faculty may issue the alternate grade of "P" for any students in their courses, in consultation with the student, as indicated in their syllabi at the beginning of the semester.

Thesis Submission Procedures

This semester, all thesis defense meetings will happen on Zoom according to the procedures below. The last date to submit a final, approved thesis is on the last day of classes (May 14), and the last day for a thesis defense is one week before that (May 7).

1. One week before the thesis defense, the student must email tmcvey@triton.uog.edu and the thesis chair a PDF reading copy of the thesis manuscript. At this time, a Zoom link will be provided to the student and chair.
2. After receiving the Zoom link, the student will then forward the link and meeting time to the program chair, academic dean, and all members of the thesis committee. It is up to each graduate program who else should be invited. Check with the program chair.
3. During the defense meeting, the student and all members of the committee must be on the call. Dr. McVey will serve as external reviewer for all meetings.
4. When the final document is revised and ready for submission, students will email the following to tmcvey@triton.uog.edu.
 - PDF copy of the thesis manuscript
 - Receipt of payment for the \$50 binding fee (Use Cashnet on WebAdvisor)
 - Intellectual Property Authorization (in Thesis Style Guide)
 - Completion of Thesis Form (online at www.uog.edu)
 - IRB or IACUC approval letters, as appropriate

Support Services on Campus

Library Services and Research Assistance

Library resources currently online will remain accessible. Faculty and students can access online library resources on the university website at www.uog.edu/student-services/rfk-library/.

- Reference services for the RFK Memorial Library will remain available via:
 - Phone: 735-2341
 - E-Ref with individual librarians: <https://www.uog.edu/student-services/rfk-library/faculty-staff-services>.
 - Find-A-Librarian page: <https://www.uog.edu/student-services/rfk-library/ask-a-librarian>.
- Reference services for the MARC Library shall be conducted via email:
 - MARC Reference Collection Librarian (maw@triton.uog.edu)
 - Spanish Documents & Manuscripts Librarian (obrunal@triton.uog.edu)
- Inquiries about other library services will be addressed via:
 - Phone: 735-2311
 - Dean of University Libraries: mstorie@triton.uog.edu

Academic Tutoring Support

Writing Center: The Writing Center (WC) has virtual tutoring services available for students. All WC appointments are made online and confirmation emails sent accordingly. The current option for virtual tutoring is Zoom. A modified schedule will be posted. The WC Teaching Assistants and coordinator are considering additional platforms for tutoring delivery should demand increase. The following link will take users to the WC pages:
<https://sites.google.com/view/dealwritingcenter>

Mathematics Tutor Lab: Students are encouraged to schedule a virtual appointment at www.uogmathlab.org. To contact the tutor lab, call 735-2064 or email mathtutorlab@triton.uog.edu. Mathematics tutor lab hours of operation will be forthcoming, and the website updated soon.

Student Support Services (TRIO): TRIO Program's Student Support Services (SSS) will continue to provide the following: Academic Tutoring (English and Math), Advice & Assistance in course selection, Assistance in completing the FAFSA, Cultural Activities, Information on Financial Aid Programs & Benefits, Information of Financial & Economic Literacy/Financial Planning, Study Skills Workshops and Information. SSS will ensure students continue to gain access through the following deliver options: online through Moodle, phone conferencing, online video conferencing (Skype for Business, Big Blue Button, or Zoom), recorded lectures (via Big Blue Button, Zoom, or Voice Thread), or through a third-party content provider (Coursera, Khan Academy, or LinkedIn learning). Moodle is the primary virtual platform and is in-synch with the university's transition plan for using such platform to conduct classes. A Moodle shell has been established for all TRIO registered and active participants.

Student Advisement

Faculty will make themselves available for student advisement via email, Zoom, Skype or other communication. Additional advisement may be provided by the appropriate Dean's office or EMSS advisement center for undeclared students. Student advising services for undeclared students will remain open and available via email, phone, or Zoom. We are committed to the success of each students by providing effective academic advising services and resources to support their academic career at the University of Guam.

Feel free to contact any of the EMSS academic advisors:

- Ms. Sallie Sablan – sssablan@triton.uog.edu; (671)735-2460
- Mr. Lorenzo Eduvala – eduvalal@triton.uog.edu; (671)735-2271
- Ms. Arline Leon Guerrero – arlinelg@triton.uog.edu; (671)735-2442
- Ms. Joann Sudo – sudoj@triton.uog.edu; (671) 735-0227

Admissions and Records Services

Students can register via web-advisor: Should a student encounter an issue registering, they can send a request via email to admitme@triton.uog.edu. A representative from Admissions and Records will contact the student and provide assistance.

Flags due to intrusive advisement: Faculty who have students with registration flags due to intrusive advisement will email admissions and records office at admitme@triton.uog.edu in order to lift flags. Admissions and records representative will lift the flag to enable student to register for classes.

Grade Reports: Students will continue to have access to their grades via WebAdvisor to ensure that graduates have fulfilled all requirements. Students can also view their academic evaluation via WebAdvisor.

Application for Degree: is available at <https://www.uog.edu/student-services/forms> and should be submitted via email: transcripts@triton.uog.edu.

Withdrawals: The Voluntary Withdrawal deadline is March 17, 2021. Students should be encouraged to seek advisement prior to officially withdrawing from courses.

Students can download the form at: <https://www.uog.edu/student-services/forms>; complete it, sign it, and attach a photo ID, and then email it to transcripts@triton.uog.edu. Upon receipt of the document, Admissions & Records will process it and inform the student via email that withdrawal has been processed. In the event the student does not have the capability to scan the required document, the student must send an email to: admitme@triton.uog.edu in order for Admissions and Records to process the withdrawal request.

Mental Health Counseling

Isa Psychological Services Center has been providing remote health care during the pandemic but will not be able to continue in 2021. The Uplift program under WestCare and Project Tulaika at Guam Behavioral Health will serve the mental health needs of our students through June 2021.

WestCare Pacific Island's **Uplift Counseling Services** is another resource of greater care and accessibility to behavioral health services for our most vulnerable populations. Through funding made possible with a grant from the Guam Economic Development Authority (GEDA), Uplift is able to offer outpatient behavioral health services at no-cost to underinsured or uninsured individuals who are needing brief counseling support.

Guam Behavioral Health and Wellness Center (GBHWC) launched **Project Tulaika** to provide healthy transition services for youth and young adults ages 16-25 with serious Emotional Disturbances (SED) or Serious Mental Illness (SMI). Project Tulaika aims to make significant CHANGE by increasing access to effective behavioral health interventions and supports, and by raising awareness, enhancing screening and detection, expanding outreach and engagement, and improving the coordination of care for this population. The services include intake assessment, orientation, Care-Coordination/Wraparound, individual, family, or group counseling, as well as home-based services for youth and young adults ages 16-25 who have been determined to have emotional, behavioral, or mental disorder diagnosable under DSM-V or its ICD9-CM equivalents.

RESEARCH / EXTENSION CONTINUITY OF OPERATIONS PLAN (COOP)

Committee Members: SVP/P, Deans, Research Directors, Faculty Senate, Faculty Union, and the Student Government Association (SGA) representatives.

Research / Extension continuity is the process of ensuring that research projects will endure after a disruption in services. This is done by planning and mitigation steps that protect the researcher, data, research subjects, equipment, records and critical supplies that may be impacted by a disruption.

1. *For UOG classified staff (e.g. ORSP staff):* if necessary, staff can work on a skeleton schedule to allow them to alternate coming to the office. Staff are also able to work from home as long as internet is accessible to them. If any staff member becomes ill during this special schedule, he/she is required to stay home and sign sick leave. Sick staff will not be allowed in the workplace.
2. For unclassified staff/RCUOG employees being paid by federal or local grants and contracts, Federal Time & Effort reporting guidelines require that payment is reported on actual hours worked.

Therefore, the following options are available for federally grant-funded research staff/employees:

- a. *Field staff members:* staff under federal or local projects that perform work which requires them to physically be at project sites either at UOG or off-campus to carry out the duties described in the scope of work. These employees can continue to work out in the field as long as they practice social distancing, keep an appropriate distance from their co-workers, and travel in separate vehicles to field locations. Employees should work with their PIs and/or research supervisors to develop a plan for field work. If any of staff become sick during this special schedule, he/she is required to stay home and sign sick leave. Sick staff will not be allowed in the workplace.
- b. *Research Lab staff members:* staff under federal or local projects that perform work which requires them to physically be in research labs at UOG to carry out the duties described in the scope of work. The lab staff will work on a skeleton schedule to allow them to alternate coming to the lab. Employees should work with their PIs and/or research supervisors to develop a plan for lab work. If any of staff become sick during this special schedule, he/she is required to stay home and sign sick leave. Sick staff will not be allowed in the workplace.
- c. *“office bound” or “lab bound” staff members:* The staff will work on a skeleton schedule to allow them to alternate coming to office. Staff are also able to work from home as long as internet is accessible to them. Employees should work with their PIs and/or supervisors to develop a plan for work. If any of staff become sick during this special schedule, he/she is required to stay home and sign sick leave. Sick staff will not be allowed in the workplace.
- d. RCUOG employees are not eligible for non-travel related administrative leave unless the federal funding agency authorizes administrative leave in writing.

3. *Designation of “Critical,” “Emergency,” or “Essential” personnel:* Each unit/project needs to determine who are the “essential” personnel needed to carry out duties related to the project/unit. Duties may include building or property security and safety; welfare of research animals; and critical business issues such as payroll. Faculty needing access to campus to carry out their duties may be deemed “Essential” employees by their respective dean.
4. Remind staff, lab personnel, and field workers of your communication plan or create one if not in place already.
5. *Having remote access:* Faculty and staff involved in projects should ensure that they have access to information they need to carry out work remotely. This might include, for example, access to literature, access to existing datasets and project-related files, and access to meeting software (such as Zoom or Skype). Principal investigators should prepare to carry out meetings remotely, using similar approaches as for remote teaching of classes. Examples of the types of project work that can be done remotely are data analysis, literature reviews, writing proposals, reviews, or papers, writing the background sections of theses, computational work, some data entry, meetings, discussions, etc.
6. *Prioritization:* identify priorities of work that needs to be done in case of restricted access. Depending upon the nature of your project, you might consider prioritizing work that can only be carried out in your facility, and put off work amenable to remote support, such as data analysis. Stockpiling results and data now that could be analyzed remotely in the future is a potential option that might create future flexibility.
7. *Plan for remote proposal submission:* The Office of Research and Sponsored Programs (ORSP) will be operational, even if employees are working from home or coming to the office in shifts. However, it is prudent to plan accordingly and get grant proposals turned into ORSP at least 1 week in advance of the proposal deadline to ensure timely submission.
8. *Human Subject Research and alternatives for study monitoring:* Studies that conduct self-monitoring should consider how to adapt monitoring procedures to occur remotely. Possibilities might include email, conference calls or video conferencing (e.g., Zoom), or appropriately secure exchange of files and data. Any reduction in the nature or frequency of IRB-approved monitoring procedures should be approved in advance by the IRB.

FACULTY SERVICE ENDEAVORS CONTINUITY OF OPERATIONS PLAN (COOP)

Existing Service Obligations:

Existing service obligations should be considered during a partial or full campus closure. Faculty service endeavors are to be conducted online unless accommodation is necessary for on or off campus meetings.

Regular Business, Committee Meetings:

To aid in the conduct of regular business, committee meetings may be held using available technology and documents and other correspondence may be transmitted electronically. The use of e-signatures should be accepted during this time. Faculty committee members should continue to keep minutes or other forms of documentation of all meetings and other committee work for transparency and accountability.

For meetings that are open to the University faculty and administration, meetings such as the Faculty Senate, the use of Zoom cannot exclude others who wish to attend. Announcements of public meetings should be made and Zoom invitations extended to those who wish to attend.

Evaluation of Faculty Service Endeavors:

When evaluating service during an emergency situation, deans/directors/supervisors may consider the faculty members creation of online services, research, and courses to be exemplary service to the program and the threefold mission of the University: *Ina, Diskubre, Setbe*.

Promotion & Tenure Considerations

Applicants follow the guidance of the policy and procedures listed in the Board of Regents / Faculty Union *Agreement 2018*; the criteria stated in the Comprehensive Faculty Evaluation System; and the Call for Applications issued by David L Gugin, Chair.

All completed application packages received by the HRO no later than 5pm on the last day of the Fañomnåkan 2021 semester (May 21, 2021) shall be guaranteed a Committee recommendation before the end of the following Fanuchånan Semester (December 17, 2021), as specified in the 2018 BOR/Faculty Union Agreement.

Please note: during Fañomnåkan 2021, all applications must be submitted to HRO electronically via OneDrive. Only applications delivered via OneDrive will be accepted by HRO.

Forms & Related Reference Materials

The appropriate forms and related documents are available on the UOG website:
<https://www.uog.edu/resources/files/administration/PT-Application-Packet.pdf>

Delivery of P&T Application Materials

As noted, all applications will be delivered via OneDrive to HRO. Only applications delivered via OneDrive will be accepted by HRO. The OneDrive submission should be addressed to

esoriano@triton.uog.edu (Ms. Eliza Soriano)
emrosario@triton.uog.edu (Ms. Evelyn Rosario)

Please note:

- All communication with the Committee is to be conducted through the Chair.
- To facilitate communicating requests for Letters of Support from the list of referee applicants must e-mail an accurate and complete copy of the list, as a Word Document, to the Committee Chair: Dr. David Gugin: dgugin@triton.uog.edu after submitting their application packet.
- In addition, applicants should email their comprehensive statement, as a Word Document, to the Committee Chair: Dr. David Gugin: dgugin@triton.uog.edu after submitting their application packet.

Special Instructions for Letter writers

All letter writers will be notified by the P&T Chair, and only by the P&T Chair (*not the applicant*), when they should email their letters to HRO and what their deadline for submission will be. No letters should be emailed to the P&T Chair. No hand-delivered or regular mail letters will be accepted by HRO.