

## FAQs for 2021-22 Instructional Faculty:

(This is an evolving document and it will be updated as needed.)

New FAQs: September 21, 2022:

1. **Q: We need a policy requiring instructors to be in classroom for spring 22. We keep being told this is a department curriculum decision, but most of us haven't had time to create policy around this. Any help from the FPPP?**

*A: While a department or program can set expectations for in-person meetings and/or service, currently, there is no university or Academic Affairs policy that requires instructors to be in the classroom for any given semester.*

*Per the current [Interim Policy for the Use of Digital Technologies in Teaching and Learning](#), “the most appropriate mode of instruction for degrees, programs, courses and their parts is determined by the department faculty or academic unit faculty and not by individual faculty members.” In accord with this policy, academic departments can set a specific policy that determines course modality. However, section 3.6 of the afore-mentioned policy should be taken into account: “Non-online programs should offer courses in a traditional or hybrid format frequently enough so that requirements can reasonably be met by students graduating within the normal four years without taking online courses. Students taking fully-online degree programs should also expect that requirements can reasonably be met without taking face-to-face courses.”*

*While the Interim Policy for the Use of Digital Technologies in Teaching and Learning allows department faculty to determine the mode of instruction, the CBA states, “The instructional assignments of individual faculty members in the classroom, laboratory, or studio will be determined by the appropriate administrator after consultation with the department chair or designee and/or the individual faculty member. The department or other appropriate unit's overall instructional or course assignments shall be consistent with department and student needs” (CBA Article 20.2). Therefore, while the mode of instruction may be determined by the department faculty, the faculty's instructional assignments are set by the college administrator, typically the dean.*

2. **Q: I have local instructors who want to stay completely online. Meanwhile, students want more contact. Should I require instructors with to go with ChicoFlex?**

*A: The instructor should teach in the mode of instruction approved by the department curriculum committee. While we are not able to require instructors to use ChicoFlex, we can encourage them and the department to use this mode of instruction (MOI) as the most flexible way to accommodate students and faculty who may need to quarantine or who become ill and cannot attend in-person classes. ChicoFlex also can accommodate students who are interested in in-person as well as online education simultaneously. For more information, please visit and/or reach out to the [Office of](#)*

[Faculty Development](#) and/or the [Technology & Learning Program](#).

3. **Q: I have an instructor who is asking about the process for receiving COVID-19 related medical accommodations in order to teach online. What do I do?**

*A: As of now (September 2021), requests for the COVID-19 related medical accommodations go to the [Shaw HR Consulting](#). While Shaw does not make any determinations about the mode of instruction, like ARC, they do make recommendations about individual accommodations, which we consider. Questions regarding medical or religious exemptions can be addressed directly to Rebecca Wicks at Shaw HR Consulting, [csuchico@shawhrconsulting.com](mailto:csuchico@shawhrconsulting.com). Should this change, we will inform you.*

4. **Q: Our online classes are overflowing with long waitlists; our on-campus classes have seats available. Can I take this into account when scheduling for the spring, even if it goes against the ‘back to campus’ mantra, based on fall data?**

*A: While our campus goal is to offer at least as many spring 2022 course sections with an in-person component as we are for fall 2021 (e.g., at least 60%), we understand that there may be increased student interest in certain online course sections. You can certainly take this into consideration when scheduling for spring 2022. At the same time, please also consider how student interests may shift with the onset of the vaccination requirement on October 1 and pending the relative spread or containment of COVID-19 variants. Once again, we encourage you to consider the ChicoFlex MOI as a way to accommodate both in-person and online student interest.*

5. **Q: Do ChicoFlex classes count as online or in-person for international students?**

*A: As long as international students are enrolled in a ChicoFlex course section with an in-person requirement and attend some amount of time in-person, it will be considered an in-person class. If, however, they are enrolled in an online only section of a fixed ChicoFlex course section, it would count as online, not in-person.*

6. **Q: What happens after Sept 30<sup>th</sup> to unvaccinated students without approved exemptions?**

*A: The below applies to students:*

- *Through October 1 – students who have gotten their first shot but cannot get their second by September 30<sup>th</sup> can bring their vaccine card to the Office of the Registrar and fill out a form to stay in their in-person classes.*
- *October 1 – any student who has not filled out the form with the Registrar, self-certified, or have an approved exemption will be removed from their in-person classes; ChicoFlex instructors will be notified of which students must attend online.*
- *Week of October 4 – students can bring their proof of vaccination to the Office of the Registrar to be placed back in their class(es).*
- *Week of October 11 – students can bring their proof of vaccination to the Office of the Registrar AND instructor approval will be required to be placed back in their class(es).*

- *Week of October 18 and on – students must complete an appeal process to be placed back in class.*

*B. The below applies to staff and faculty:*

*Discipline processes will be put into place for employees not complying with the vaccination policy, which may include termination. That information is being finalized. Weekly testing requirements for employees except those who upload proof of vaccination or who have been verified as not accessing campus, will begin October 4. Failure to comply with testing requirements will also result in discipline, up to termination.*

7. **Q: Can we have more information about out-of-state remote instructors—existing and future hires?**

*A: The Chancellor's Office will be issuing additional information related to this, and we should have more details to share in October 2021.*

8. **Q: Can we have an update of the meet and confers for faculty?**

*A: On September 14, an email updating faculty was sent out by the Office of Academic Personnel about the status of the meet and confers for Unit 3 faculty and Unit 11, Academic Student employees. An additional email will be sent to those departments and programs employing Unit 11 employees about that meet and confer.*

9. **Q: Can any help be provided in expediting the hiring process for ASCs?**

*A: Assistant Vice President for Human Resources Sheryl Woodward would like to work with a group of Chairs to improve the ASC Hiring process in hopes that departments can replace ASCs faster. Any Chairs who are interested in being a part of this working group should email Holly Nevarez at [hnevarez@csuchico.edu](mailto:hnevarez@csuchico.edu)*

10. **Q: Should we consider moving some in-person classes to larger classrooms to support some level of social distancing for the remainder of Fall 2021? How about Spring 2022?**

*A: No. We do not have to social distance for fall 2021 and we do not expect this requirement to return for spring 2022. If we were to move smaller classes to larger classrooms, it would significantly restrict our ability to offer in-person courses.*

**Previously Released FAQs:**

### **Masking:**

1. How are faculty supposed to be the “mask-enforcers” in the classroom, particularly with large lecture halls (like Political Science 155 with 400 students)?  
**Like other expectations of adhering to policies such as cheating, you can monitor mask policy compliance similarly.**

2. If a student refuses to wear a mask, what should be the faculty member's response?  
**Ask the student to mask, offer a mask, then if student does not comply, ask the student to leave. Contact the Office of Student Conduct, Rights and Responsibilities (OSCCR) by making a referral at [https://cm.maxient.com/reportingform.php?CSUChico&layout\\_id=0](https://cm.maxient.com/reportingform.php?CSUChico&layout_id=0) if the student does not comply by masking when requested to do so by faculty member.**
3. Will there be common COVID-19/vaccination policy-related language for us to include in our syllabi?  
**Yes. This was sent out to Deans, chairs and faculty and will reside on the Instructor Resources webpage which is being updated.**  
<https://www.csuchico.edu/coronavirus/faculty.shtml>

### **Vaccine Requirements:**

4. Who is keeping track of vaccine status of students and employees?  
**Vaccine status is tracked centrally through the PeopleSoft system.**
5. Are chairs going to be given a list of attestations or COVID-19 certifications for students?  
**No.**
6. Will faculty be notified of an exemption in a similar way as they are notified of ARC accommodations?  
**As in other cases, faculty with a legitimate need to know, will be made aware of an approved vaccination exemption.**
7. Will faculty be able to have access to information about students who are or are not, vaccinated or ask a student's vaccination status or otherwise ask for vaccination information, including through a classroom poll?  
**No. This would be a violation of their health information privacy rights.**

### **Cases/Outbreaks:**

8. What is the protocol if there is a confirmed positive or cluster of COVID-19 in a class and/or the need to quarantine?  
**The COVID Response Team will contact all students enrolled in courses with the confirmed positive to provide direction regarding the need for testing and quarantining. The notification will also include the confirmed positive's professors and their College Deans and department Chairs.**
9. Can the mode of instruction go online temporarily or for the remainder of the semester if the instructor is quarantined but still able to work online (not sick) or will a substitute be provided?  
**If the course is fully in-person or ChicoFlex, the faculty member, department chair, and the Dean will consult to make a determination based on how to best serve student needs and meet the course learning outcomes.**

10. What kind of documentation can faculty ask for if a student repeatedly has COVID-19 exposures/symptoms and asks to be excused from class to quarantine?

**Faculty should not request documentation directly from the student. Students will receive direction from the COVID-19 Hotline.**

11. If a student says they've had an exposure, when can we allow them back in the classroom?

**The COVID-19 hotline team (530) 898-2222) will advise the student about quarantine times and will notify instructors if there is a positive case. Not all exposures lead to positive test results or quarantine.**

12. Will students need to provide documentation of a negative COVID-19 test or do they wait a specific amount of time before coming back?

**The COVID-19 hotline team will advise students about quarantine, need for testing and related instructions for their return to campus.**

### Class Attendance:

13. How can we hold students accountable for attendance or course material for fully face-to-face courses if they are following quarantine rules?

**Quarantined students and students in isolation, should be treated like any other students who may have legitimate, medical reasons for missing class. Faculty should do their best to work with quarantined/isolated students, and not penalize or otherwise disadvantage them. Towards that end, flexibility in attendance policies is encouraged.**

14. If a student begins the semester in a fully face-to-face class and is not vaccinated by October 1 and does not have an approved exemption, how will their class participation and attendance be handled?

**OSCR, the Registrar, and the EOC will be working closely with all students who have not completed the process in order to ensure compliance. If a student has not complied by September 30, faculty will be notified of the next steps for their students.**

15. Will the instructor be required to provide distance education or alternative assignments for a student who does not comply with the vaccination or masking polic(ies)?

**No, faculty will not have to provide alternative education for students who refuse to comply with the vaccination policy and/or masking requirements.**

16. If there is enough room in a classroom, can faculty ask students to social distance?

**Social distancing is not currently required. Yes, a faculty member can make the request, pending classroom capacity.**

17. Can a professor prohibit a student entering a classroom if they exhibit signs of cough, cold, illness, etc.?

**No. Faculty should remind their students to conduct a self-assessment before coming to campus and if they have COVID-19 symptoms to contact the COVID-19 hotline.**

18. Will the late-withdrawal (up to week 15) policy and "F" "NC" policy remain in place for Fall 2021?

**No.**

19. Can online or ChicoFlex students be switched over to in-person since room caps are back to normal?

Some students may be taking all remote classes, and are not in Chico, while other in-town students may have transportation or other issues that would make it burdensome for them to travel to campus on a regular basis. Since they registered for an online or ChicoFlex class and may have made corresponding plans, changing the mode of instruction is strongly discouraged. However, with Dean and Provost Office approval, in rare cases, this may be possible.

### **Office Hours:**

20. What are the policies for office hours? Can some or all of them be held online? Would that depend on whether some or all of that instructor's classes are online?

**The FPPP (1.1.5) provides the following guidance: Office hours will be held in the instructor's campus office or a designated location on campus during times when the university normally schedules classes and when the instructor is not scheduled to be in class. For students unable to meet during these scheduled office hours, instructional faculty will provide reasonable opportunity for consultation.**

**If an instructor is teaching a class to students in remote locations or a class that is substantially online, online or remote office hours are permitted with the approval of the Appropriate Administrator. In order to best promote the objectives of a course, the instructor determines the format of online office hours. For online students desiring to meet face-to-face, instructional faculty will provide reasonable opportunity for consultation.**

21. If a student visits a professor during office hours without a mask, can they request the student wear a mask?

**Yes. Everyone must wear a mask indoors, which includes but is not limited to, classrooms, labs, art studios, the library and in faculty offices.**

22. Have the rules on faculty office capacity been modified?

**Yes, the rules have been modified. Faculty may resume meeting with students in their offices. However, faculty and student(s) must be masked and if space allows, consider social distancing.**

23. Can I meet with students outside without a mask?

**If you are able to social distance (6 ft.), this is currently possible; however, out of caution, you may prefer to keep masked.**

24. Can faculty be allowed to avoid coming on campus and (for example) have virtual office hours and attend meetings via Zoom rather than in-person?

**Generally, no. However, this is contingent upon on the needs of the college and department as determined by the college dean, department chair, and faculty member.**

### **Faculty Related:**

25. What is the protocol for faculty after receiving a positive COVID-19 test?

Contact the COVID-19 hotline and inform your Dean. If an individual test positive they are required to self-isolate; the COVID-19 hotline will advise you with specific information and follow up if needed. <https://www.csuchico.edu/hr/covid-19/index.shtml#hotline>

26. Will faculty need to use their own sick leave when they quarantine?

**Yes. There is also supplemental paid sick leave of 80 hours through Sept. 2021 if that employee works or was scheduled to work, on average, at least 40 hours per week**  
<https://www.csuchico.edu/oapl/assets/documents/unit-3-supplemental-paid-sick-leave.pdf>

27. For faculty with young children who cannot be vaccinated or who live with other vulnerable others who were ready to come back but feel a bit less comfortable coming back with the Delta surge, what choices do they have in terms of changing their mode of instruction?

**It is understandable to have health concerns. Chico State is committed to the safety of our employees. Data suggests that masking works, and the best way to protect oneself is to mask whenever around others and to social distance when possible. Given that students have already enrolled in course sections and made corresponding plans, the mode of instruction should not be altered except in very rare circumstances when there is compelling need. Such changes must be approved by the Dean of the College.**

28. If a faculty member's teaching load consists of only online courses, does he/she need a "telework contract"?

**No. Telework contracts do not pertain to faculty.**

### **Miscellaneous:**

29. What will the library's open hours be – both for using computers/printing and for a student study space?

**The library will be open for student access and study space. Additional study space has been set aside across campus for students to utilize to study and/or participate in virtual learning.**