



August 18, 2021

Dear Faculty Colleagues,

President Law and USF leadership have been actively engaging with the Florida Board of Governors (BOG) over the past several days resulting in additional guidance for in-person instruction in Fall 2021. Before I provide an update, please let me remind you that, at the direction of the BOG, USF, along with all universities in the State University System, continues to plan for a return to in-person classes and activities next week. **There will be no changes to instructional modality from that published in the Fall 2021 Class Schedule.**

As in the past, faculty teaching in the classroom (CL) this fall may choose to employ supplemental methods, including recording, broadcasting, and other traditional methods for students to receive course content by way of accommodation for a student who is asked to isolate or quarantine, or is unable to attend an in-person class for an extended period of time.

For faculty who are currently scheduled to teach in-person classroom (CL) sections in Fall 2021, the addition of a flexible component as an accommodation to support student learning (through a dual audience) delivered using both face-to-face and remote formats is permitted with the condition that the instructor will continue to deliver in-person classes in the assigned classroom and on the scheduled day and time.

At any point during the Fall 2021 semester, if a student is asked to isolate or quarantine, or is unable to attend a class in-person for an extended period of time, flexible delivery of course content will allow those students to maintain progress and achieve academic success. (**Please note:** All students in CL sections may be required to attend in-person classes, especially to complete assessments and examinations).

Guidance for Faculty: In considering the addition of a flexible component to an in-person class (CL) to accommodate students who are unable to attend for an extended period of time, you are urged to carefully consider whether:

- Your class lends itself to flexible delivery with a focus on ensuring student learning effectiveness while recognizing that some classes may not be suitable for multiple formats and dual audiences?
- You have the experience, and are ready, to effectively manage the increased complexity of delivering a class to a dual audience? For guidance and resources on the availability of classroom technology, assistance with instructional technology, and for developing a flexible component of instructional delivery to a dual audience, please visit this [section in the Faculty Toolkit](#).
- If you chose to include supplementary asynchronous content, do you have a ready portfolio such as class recordings, custom presentations, video, multimedia, curated content, readings, and discussion boards?
- You have personally assessed the available instructional technology in your assigned classroom in support of delivering a flexible component to your in-person class?

- You are prepared to deliver in-person classes and a flexible component to students from your assigned classroom and on the scheduled day and time (i.e., **not from a remote location** to a dual audience of students in a classroom unless approved in writing by the COVID-19 team most likely in the case of a faculty member who is in isolation or quarantine)?
- You accept the responsibility to deliver regular, clear, and timely communication via Canvas to all students in your class, and
- **You understand that this provision does NOT represent a change of instructional modality from that published in the Fall 2021 Class Schedule.**

As has always been the case, the addition of a flexible component to an in-person class is NOT a requirement for instructional faculty at USF. However, those faculty members including a flexible component to their in-person class MUST add the following statement to their syllabus (as soon as possible and no later than Friday, August 20, 2021):

*"I will deliver this class, as scheduled, in-person and will provide a flexible component for students who are asked to isolate or quarantine, or are unable to attend a class in-person for an extended period of time. **Please note:** All students may be required to attend in-person classes, especially to complete assessments and examinations. For students planning to attend in-person, I will teach in-person classes in the assigned classroom and on the scheduled day and time. For students who are unable to attend a class in-person, I will provide course content in a flexible format to support the student's academic progression and success. Please contact me directly if you have questions. In addition, I will post details on how a student can join the class remotely in Canvas."*

I thank you for your understanding and for your continuing dedication and commitment to serving our students' educational needs as we begin the Fall 2021 semester.

Best regards,

Ralph C. Wilcox

Provost & Executive Vice President
University of South Florida