1. **How can faculty find the instructional modality for their course(s) and can the designated modality be changed?**

Spring semester courses are listed in SPIRE. Information about whether a course will be delivered “Face-to-Face” or “Fully Remote” is listed under Room Location.

For more information please see the [Spring 2021 Operating Plan](#).

2. **Can remote students be included in a face-to-face class?**

Yes. A face-to-face course can include up to 25% remote only students (but not more than 15 total) without a workload adjustment. Instructors will follow normal protocols as a face-to-face class, with no alternative curricula or separate synchronous activities required.

3. **What are the workload accommodations available to faculty who convert a face-to-face course to fully online?**

Faculty who are required to convert a 3 or 4 credit face-to-face course with an enrollment of 12 or more students to a fully online course that meets [University Quality Standards](#) may select one of the following accommodations in recognition of the time and effort required for course development work, but no additional compensation. Small courses with 12 students or less for which the instructor is not required to create alternative curricula or put in additional course development/conversion work will not have any workload adjustment or accommodation. Faculty must complete an APWS workload adjustment request.

- **One Year of Sabbatical Credit.** Tenured faculty are expected to choose this option unless this is unworkable because the faculty member will be retiring or departing the university soon and unable to take the sabbatical and return for one year.

- **One Course Release.** Timing to be determined with approval of the Chair in one of the following seven semesters.

- **For Non-Tenure Track Faculty only:** One year of credit towards continuous appointment or one-year credit towards eligibility for promotion in rank.

- **Other accommodations:** May be agreed to by the faculty member and Department Chair in lieu of the above with approval from the Provost and MSP.

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1. This document is the University’s official interpretation of the one-year agreement and related policies and it controls over any contrary information that has been or may be communicated.
4. **Are workload accommodations available to non-tenure track faculty?**
   Yes. Full-time and part-time non-tenure track faculty who are required to convert a face-to-face course to a fully online course are eligible for a course release, a one-year credit towards continuous appointment or a one-year credit towards eligibility for promotion in rank. The faculty member, the MSP, and the Department Chair may agree to other accommodations or that no accommodation is warranted.

5. **What if I hire a part-time lecturer specifically to teach an online course for the Spring 2021 semester?**
   The stipend paid to the instructor should incorporate any extra effort required for course development work.

6. **What is required of faculty in order to qualify for a workload accommodation?**
   Faculty must be converting a 3 or 4 credit course with 12 or more students enrolled. Faculty must also engage extensively with information technology, instructional design and pedagogy experts from the Instructions Design, Engagement and Support group (IDEAS), the Center for Teaching and Learning (CTL), the Libraries and other relevant resources to ensure the course meets University Quality Standards for Fully Online Courses.

7. **Do faculty receive a workload accommodation for each course conversion?**
   Yes, faculty members will receive a workload accommodation for each 3 or 4 credit course that they are required to convert from face-to-face to fully online. Small courses with 12 students or less for which the instructor is not required to create alternative curricula or put in additional course development/conversion work will not have any workload adjustment or accommodation. Faculty, with relevant approvals from their chair and dean, may request that a course be cancelled if converting and teaching multiple courses to high quality fully online simultaneously cannot be accomplished. A course cancellation would be considered an immediate course release and reduce any accommodations for converting other courses to fully online.

8. **How will workload accommodations be documented?**
   Workload accommodations or adjustments must be articulated in writing between the faculty member and the Department Chair. Faculty must initiate and complete a Workload Adjustment submission for each course converted in the University’s Academic Personnel Workflow System (APWS) to meet this requirement. The submission(s) will be forwarded to the respective Department Chair for review and approval. All workload accommodations decisions will be routed to the Dean and Provost for tracking and reporting and to ensure consistent application of the agreement.
In consultation with the MSP, the following deadlines have been established for faculty to initiate a Workload Accommodation submission in APWS in order to receive timely feedback from department chairs and heads and for workload accommodations to be appropriately documented.

**Deadlines:**

**Friday, January 8, 2021:** Deadline for faculty to submit their workload accommodation submission in APWS. Faculty should describe their plans for converting their course to fully-online and how the design and delivery of the course will fulfill the University’s Quality Standards in the appropriate section of the APWS submission. Departments may recommend a specific form or template to document how the University Quality Standards are met.

**Monday, February 1, 2021** Deadline for Department Heads/Chairs to review and approve the faculty submission.

**Friday, May 21, 2021** Deadline for faculty to upload a report that briefly describes the efforts made to convert the course to fully online. The report should include a self-assessment of what worked well in the course design and delivery and what the faculty member would improve in the future.

9. **Are faculty members entitled to a workload accommodation if they convert a 1 or 2-credit course to online?**
   No, workload accommodations are for converting courses that are 3 credits or more and are not available for independent study, first year seminars, and other small seminar or discussion courses with enrollments of twelve students or less.

10. **What happens if faculty already received compensation or a workload adjustment for converting a course?**
    If compensation or a workload adjustment have already been arranged for converting a face-to-face course to fully online, an additional workload adjustment is not permitted.

11. **Where can faculty find information about resources available to them for course conversion?**
    Faculty should visit the University's Quality Standards website for additional information about resources for designing, developing, and implementing their fully online course to meet the University’s Quality Standards for Online Course Development.
12. What kind of technical assistance will be available for faculty teaching remotely?

The Instructional Design, Engagement, & Support (IDEAS) group, the Center for Teaching and Learning, Information Technology and the Libraries provide assistance to instructors on a variety of instructional technology tools and supports, online pedagogy, and digital resources needed to support faculty in meeting the University Quality Standards. Access to these resources are available on University’s Quality Standards website.

13. Can faculty who teach a fully remote course come to campus and use a classroom with appropriate technology to record their lecture?

Yes, faculty who are teaching a fully remote course can request usage of an on-campus classroom with appropriate technology by submitting a help request to the University’s Quality Standards website.

14. How does the calendar change affect the period of non-responsibility?

The Faculty Senate Rules Committee adopted a revised academic calendar for the Spring 2021 semester. Classes will start on February 1st and conclude on May 4th. Classes will be held on two holidays: Presidents Day and Patriots Day. These holidays will be observed on two Wellbeing Wednesdays (February 24th and April 14th). In addition, there will be a longer semester break instead of the traditional March spring break. For more information about the revised Spring 2021 Academic Calendar, see the September 17th announcement.

The faculty’s period of responsibility has been adjusted accordingly as outlined in this schedule.

15. Does the revision to the academic calendar affect faculty compensation or benefits for existing faculty?

There is no change to faculty compensation or benefits for existing faculty or faculty who are reappointed for the Spring 2021 semester. Only the period of responsibility has changed to accommodate the revised academic calendar.

16. Can faculty or departments elect to opt out of the University’s Quality Standards for a particular course?

No. Faculty who are teaching a fully remote course are required to meet the University's Quality Standards. If faculty fail to meet the University Quality Standards they will not receive the requested accommodation.
17. What are the intellectual property (IP) rights of faculty who convert a face-to-face course to a fully online course?
The [University of Massachusetts Amherst Intellectual Property Policy](https://www.umass.edu/ip) is in full-force and effect. Course materials developed by faculty are considered “exempted scholarly work” and the University automatically waives any ownership interest in such works.

18. How will workload accommodations for courses that are co-taught by multiple faculty be handled?
Participating faculty will decide who will serve as the primary faculty member responsible for converting the course to fully-online. Only the primary faculty member will be eligible for the workload accommodation.

19. What happens if a faculty member leaves the University prior before using their course release?
Faculty who depart the University prior to using their course release will be paid the lecturer per-course minimum for a three-credit course. Departments, with approval of the dean and within their available resources, may provide additional compensation instead of a course release at their discretion and at any time before the workload adjustment is used.

20. Are faculty required to participate in campus testing and other health and safety protocols?
Weekly COVID-19 testing is required for all faculty and librarians who are required to work onsite, in research labs, or teach face-to-face classes. Faculty and librarians are required to follow all University mandated safety protocols, including protocols for cleaning and disinfecting, wearing of masks, and social distancing. Please visit the University’s [COVID-19 Testing Program website](https://www.umass.edu/covid19/) for more information.

21. Will there be another emergency technology fund for the Spring 2021?
No. Faculty are encouraged to work with their department head or chair to obtain any other materials needed to assist with remote teaching.