

**AY 2021–22 ACADEMIC INSTRUCTION:
GUIDANCE FOR COLLEGES, SCHOOLS, DEPARTMENTS, AND PROGRAMS
FROM THE ACADEMIC INSTRUCTION IMPLEMENTATION TEAM**

Volume 2, Edition 3: Jan. 4, 2022

Topics: Remote Teaching and Learning through Jan. 23, 2022; Supporting Students Affected by the Dec. 30 Fires

Due Dates for Chairs/Directors and Department Schedulers: None in this edition

Deans, chairs and directors: please email this entire edition of guidance to your faculty, including lecturers and adjunct/temporary faculty; your graduate students with teaching appointments; and your academic support staff.

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What's in this edition of guidance

This edition of guidance focuses on the shift to remote teaching for the first two weeks of the spring 2022 semester.

Instructional personnel and staff affected by the Dec. 30 fires

For faculty and staff affected by the Dec. 30 fires, start with the [campus fire resources webpage](#) to learn about support and resources. This page will be updated as information and resources become available. Employees and graduate students with teaching appointments in need of work or leave accommodations should contact their supervisors directly. (Teaching assistants should contact the instructor of record for their class; graduate part time instructors should contact their chair, director or associate dean.) Chairs and directors should work with deans on any teaching assignments that need to be adjusted for those affected by the fires. Deans with questions about teaching adjustments should contact [Katherine Eggert](#), senior vice provost for academic planning and assessment.

COVID-19 updates

For ongoing updates on campus COVID-19 protocols, continue to check the [COVID-19 webpage](#) and [CU Boulder Today's COVID-19 updates](#).

For all teaching personnel: instruction and office hours for Jan. 10–21, 2022

No in-person teaching

As [announced by the chancellor on Dec. 31, 2021](#), all in-person and hybrid in-person classes will be taught remotely for the first two weeks of spring 2022, Jan. 10–21. All other teaching that usually takes place in person on campus (such as performance lessons, etc.) must be done remotely. ***There are no exceptions.***

In-person and hybrid in-person classes: move to synchronous remote teaching

Students need and deserve as much stability and predictability as we can give them despite the turmoil of moving to remote learning for two weeks. If you are teaching an in-person class, your remote teaching for Jan. 10–21 must be synchronous, in real time. Do not shift your class to asynchronous teaching. (E.g., recorded lectures that students watch on their own time.) If you are teaching a hybrid in-

person class, use synchronous remote teaching for the sessions that were planned to be in person.

Please email your class with information about how you're handling synchronous remote teaching as soon as you've made your plans.

Teaching remotely from your in-person classroom

If the assigned classroom for your in-person or hybrid in-person class is hybrid capable—i.e., it provides technology for remote teaching—you may use your classroom to teach remotely from Jan. 10–21. A list of hybrid-capable classrooms is available [here](#). See details on building access below. Also see information below on requesting a Technology Copilot to help with teaching remotely from your assigned classroom.

Out-of-classroom class activities: hold them remotely/online

Any class-related activities before Jan. 24 that are held outside of normal class hours (e.g., film showings, performance rehearsals) must be moved to remote/online mode.

Textbooks and class materials

Please make all readings and other class materials available to your class online for the Jan. 10–21 weeks of class. The CU Book Store in the UMC will be open starting Jan. 3. (Check [the website for Book Store hours](#).) However, students who are not living in Boulder for this period will not be able to pick up materials from the Book Store until their return, and they may not be able to order books from alternative vendors and receive them in time to start classes on Jan. 10.

Assignment submissions

Any assignments due Jan. 10–21 should be submitted online. For assistance with using Canvas for assignment submissions and to share class materials, meet with one of [OIT's Learning Technology Consultants](#).

Office hours

Hold all office hours for your students remotely from Jan. 10–21. You may conduct office hours remotely from your campus office, if you wish; see the section below on “Building access from Jan. 10–21, 2022.”

Quizzes, exams, and defenses

Conduct all undergraduate and graduate quizzes, exams, and defenses remotely/online through Jan. 23, including all graduate preliminary or comprehensive exams and all undergraduate and graduate thesis and dissertation defenses.

Flexibility for students who are ill, quarantined, or displaced

With the pandemic continuing, and with some of our students having been displaced by the Dec. 30 fires, all instructional personnel are encouraged to exercise compassion and flexibility regarding assignment deadlines, attendance policies, and the like. Please give students who are ill, quarantined, or displaced from their homes the opportunity to make up missed work or missed class. See the [Nov. 19, 2021, edition of Academic Instruction Guidance](#) and the [Center for Teaching & Learning resources page](#) for more guidance on attendance policies and assessing students' work.

For all teaching personnel: class instruction modes beginning Jan. 24, 2022

When the campus returns to in-person teaching and learning on Jan. 24, classes must be offered in the instruction mode listed when student registration began. Instructors may not independently change the instruction mode of their classes. Changes in class instruction mode must always be approved at the

department/program/college level: during the pandemic, changes must also be approved by the provost's office. Changes based only on the instructor's preference will not be approved. Faculty, staff, researchers, graduate student teachers, and student employees who need work-related accommodations or leave because of COVID-19-related issues should consult the [Human Resources webpage](#) and follow up with their supervisors and Human Resources as needed.

Advising and academic coaching until Jan. 24, 2022

As with faculty office hours, all undergraduate academic advising and coaching services will be remote until Jan. 24. Staff who need to work from their campus office may do so but all services will be offered via Zoom, phone, or email. Beginning January 24, advising and coaching services will resume in a hybrid capacity with in-person modality options available to students throughout the remainder of the spring semester. Advising and coaching staff should follow their respective college/school/program guidelines.

Graduate student advising and support is by nature very decentralized, with much advising provided by faculty and staff in departments or graduate programs. Graduate advising through Jan. 23 should take place remotely. Throughout the rest of the semester, modes of advising may vary by unit, and students should communicate directly with their faculty advisor and graduate program for more information.

Using labs and campus offices for teaching and research/creative work activities

All instructional personnel and graduate students may use their campus offices from now through Jan. 23, if needed, for the purposes of teaching remotely, holding office hours remotely, preparing classes, or working on research, scholarship, and creative work. Similarly, labs will remain open. If you use campus facilities, please follow all campus [COVID protocols for indoor masking](#).

However, in order to ease the strain on campus services, teaching, research and creative work should be done remotely if possible. Faculty and research staff should be flexible with accommodating researchers and graduate students during this time.

For staff: working remotely until Jan. 24, 2022

Staff are also encouraged to work remotely until Jan. 24 unless their presence on campus is necessary to help support continuity of operations, which should be determined in consultation with their supervisors.

Building access from Jan. 10–21, 2022

From Jan. 10–21, the campus will follow an enhanced access protocol where all CU affiliates can use their BuffOne Card to swipe into most academic buildings from 7:00 a.m.–10:00 p.m. on weekdays. This will give students access to study spaces and will give faculty access to their office or lab, or their assigned classrooms if they wish to use them to teach remotely. The standard exemptions from this protocol will be in place for high-risk buildings.

Please be aware that there are inevitable hiccups when the campus changes Buff Card access to buildings. If you are planning to use campus facilities, please give yourself plenty of time before any scheduled meeting or appointment. If you experience problems with accessing a building with your Buff OneCard, you can contact Access Services 303-492-6609 during regular business hours of 7:30 a.m.–4:30 p.m. After hours, you can contact the Operations Control Center (OCC) at 303-492-5522 or occ@colorado.edu. The OCC is operational 24 hours per day.

Campus transportation from Jan. 10–21, 2022

Campus bus routes will operate from Jan. 10–21, but they will run on a reduced schedule. [Schedule updates will be posted here](#). There is no campus bus service on Jan. 17, Martin Luther King, Jr. Day.

For departments, colleges, and schools: academic and other events through Jan. 23, 2022

If an event venue and the related campus infrastructure can support a scheduled or confirmed event taking place before Jan. 24, the campus will support the event and allow it to occur.

- Campus infrastructure includes access services, custodial services, security, catering, building and event staffing, etc.
- The event host and event planner are responsible for coordinating with each other and with campus partners to be sure the venue and related campus infrastructure can support the event.
- If campus infrastructure is not able to support an event, the campus asks the event host, event planner, and other campus partners to give grace with any cancellation policies and fees.
- Campus event venues may decline to schedule any new events or activities before Jan. 24 if they do not have the infrastructural support to host new events or activities.
- Events and activities must follow the current [Events and Activities Policy](#).

For departments, colleges, and schools: hosting prospective students through Jan. 23, 2022

In-person prospective student tours and events scheduled to take place through Jan. 23 should be rescheduled for Jan. 24 or later, if possible. If they cannot be rescheduled, they may take place as planned. (See the section above on “For departments, colleges, and schools: academic and other events.”)

However, departments, colleges, and schools should keep in mind that hosting in-person prospective-student events during a time when teaching is remote may give current students and their families the impression that the campus is more eager to recruit new students than to welcome and support current ones. We should also not be requiring faculty and current students to come to campus to participate in in-person recruiting activities during the remote teaching period.

To assist students affected by the Dec. 30 fires

Help with housing, food, finances, and counseling

Direct students affected by the fires who need assistance to the one-stop [CU Boulder Fire Resources page](#), which includes links to housing assistance, food assistance, and the Student Emergency Fund application for financial assistance. It also includes links to campus counseling and advocacy resources. All affected students, both undergraduate and graduate, may [email the dean of students](#) with questions.

Help with deadlines for registration, withdrawal, payments, and financial aid

Students affected by the fires who need flexibility on deadlines for registration, withdrawing from classes, tuition and fee payments, or financial aid may contact these offices directly:

- [Office of the Registrar](mailto:registrar@colorado.edu): registrar@colorado.edu; 303-492-6970
- [Office of the Bursar](mailto:bursar@colorado.edu): bursar@colorado.edu; 303-492-5381
- [Office of Financial Aid](#): email via the [Ask a Question Form](#); 303-492-5091

Students may also connect with the [dean of students](#), who will help them work with relevant offices.

Replacing computers/technology needed for learning

- Students may check out Wi-Fi mobile hotspots from the [Libraries](#).
- [The CU Book Store rents laptops](#) by the day, week, month, or semester.
- Students may request a loaner laptop or funding to rent or replace computing/tech equipment as part of their application to the Student Emergency Fund (see above, “Help with housing, food, finances, and counseling”).
- Community members in need of WiFi hot spots or laptops should reach out to the [Student Emergency Fund](#) and [Staff & Faculty Emergency Fund](#).

Donate or volunteer to help students and staff/faculty affected by the fires

- Monetary donations may be made to the student or the staff and faculty emergency fund on the [Bufs Together page](#).
- The [Buff Pantry](#) is collecting donations and operating drop-in hours Jan. 3-6 to serve those impacted by the fires. Learn more about donating, including contributing to the Buff Pantry Amazon Wish list, [here](#).
- The campus will be in touch in the days and weeks ahead with more opportunities to help. Check the [Fire Resources](#) page for updates.

Campus services to support student learning through Jan. 23, 2022

Library opening hours

Norlin Library will be open Jan. 3–7 from 9 a.m.–5 p.m. Norlin Library opening hours for Jan. 10–23 are being finalized based on the availability of student staff members; [check the webpage](#) for current information. Branch libraries will be closed through Jan. 23, 2022.

Study spaces

Study spaces will be available in most academic buildings from Jan. 10–21. There will also be general study areas open on a first-come, first-served basis. For more information on finding a place to study please [visit find your study spot](#) and the [instructions for scheduling space with EMS](#). Norlin Library may or may not be able to offer study rooms for booking between Jan. 10–21, depending on staffing availability; see [reserve a study room](#) for more information as it is available. Branch libraries will be closed and will not have study rooms available for booking.

Computer labs

Campus computer labs will be available for normal use during the Jan. 10–21 remote weeks of the semester. At times, a lab may be booked for a remote class (with the machines being used remotely by the faculty and students in the class), so individual students will not be able to use the lab during those times.

Tutoring, help rooms, and the Writing Center

Campuswide academic support resources (such as the [Writing Center](#) and [ASAP tutoring](#)) will offer remote sessions for students during the Jan. 10–21 remote weeks of the semester. Departments that offer tutoring and help rooms should also make their services available remotely during this time.

Technology assistance for students and faculty through Jan. 23, 2022

- **Classroom Support.** Support of classroom technology, including Zoom, will be available during normal hours (Monday–Friday, 7:30 a.m.–7 p.m.) starting Jan. 10. Please use the [Classroom Reporting form](#) for the fastest assistance. You can also contact the [IT Service Center](#) for assistance with classroom support.
- **IT Service Center.** The [IT Service Center](#) will be operating normally (Monday–Friday, 7:30 a.m.–7 p.m.) starting on Jan. 3 and will have additional open hours the weekend before the semester starts (Jan. 8–9) from 12 p.m.–6 p.m.
- **Buff Techs.** The Buff Techs will be offering virtual appointments only from Jan. 3–23. In-person appointments will resume at the main location in the CASE building and in the Norlin location starting January 24. [Schedule an appointment with Buff Techs](#) for troubleshooting and diagnostics on personally owned computers, smart phones, printers, multifunction devices, and other personal computing devices, as well as for university-issued devices not managed by Dedicated Desktop Support.
- **Dedicated Desktop Support.** OIT’s Dedicated Desktop Support service will be operating normally (Monday–Friday, 8 a.m.–5 p.m.) starting Jan. 3. Due to the remote status of the campus, DDS will be offering remote appointments only through Jan. 23. If an in-person visit is needed, a technician will schedule an on-site meeting with you for the following business day or later. [Enter a support request](#) with Dedicated Desktop Support for setup and troubleshooting of individual computers for enrolled departments. For more information regarding assistance and hours, check out the [OIT news article on this topic](#).
- **Request a Technology Copilot.** Technology Copilots assist instructors in synchronous remote courses to facilitate students’ participation. The Technology Copilot helps instructors set up the audio-visual equipment in the classroom and connect it to Zoom before class begins, assists with technologies during class (camera management, chat monitoring, breakout rooms, etc), helps the instructor notice and report technical difficulties, and advises the instructor on how to share types of content (music, video, equations, etc.) with remote students. This partnership allows the instructor to focus on teaching. [Request a Technology Copilot or enroll your teaching assistant or learning assistant in Copilot training](#).
- **Training for using academic technology.** Want to leverage Canvas and other academic technologies to communicate with students during the remote teaching period? Have questions about using Canvas, administering exams online or other technology questions? OIT offers a wide selection of [on-demand or real-time training sessions for campus-supported teaching technologies](#) like iClicker Cloud, remote-capable classrooms, Zoom, and much more. You can also tap into the expertise of OIT’s Learning Technology Consultants to dive into a specific problem, question or solution through [one-on-one consultations](#).

Support from the Center for Teaching & Learning

In addition to hosting a wide range of [events](#) and [programs](#), the [CTL](#) offers individualized, confidential consultations free of charge to all educators on the CU Boulder campus. CTL staff members can consult on specific aspects of your teaching, hold a general conversation, or conduct a confidential classroom observation and/or interview. We can help you prepare for remote, hybrid, online, or in-person classes. When needed, CTL staff can quickly connect you to appropriate campus support and resources. Contact CTL@colorado.edu.

Guidance for working with colleagues and staff remotely

As CU Boulder adjusts to a new hybrid working environment, many departments and individuals on our campus need resources and best practice recommendations for leveraging technology and utilizing tips and tricks that make hybrid work easier. OIT has worked with departments on campus to learn what issues they've faced while working remotely and has put together [Hybrid Work Recommendations](#) so that you can find solutions that work for you and your colleagues. Please return to this guide as necessary to answer questions and find resources for working in a hybrid environment.

Further academic instructional guidance for spring 2022 and fall 2022

Consult the [Nov. 19, 2021, edition of Academic Instruction Guidance](#) for guidance on:

- Passing periods for spring 2022 and beyond
- Requests from students for remote instruction after Jan. 24
- Office hours, advising modes, and graduate/honors defenses and qualifying exams after Jan. 24
- COVID-19 mitigation in the classroom and in instructor/advisor offices
- Next steps if a student discloses they have COVID-19
- Accommodating and assisting students who are ill or quarantined
- Attendance policies: New tips for spring 2022 from the Center for Teaching & Learning
- Syllabus statements: Updated for spring 2022
- Instructor illness or quarantine: No change for spring 2022
- Planning your syllabus—assignment dates, grading timelines, and the Course Alert System
- Planning your syllabus—final exams
- Senior and community auditors: No change for spring 2022
- Event planning and meeting planning after Jan. 24
- Planning the fall 2022 class schedule

Past guidance editions, forthcoming editions, questions, and requests

Past and current editions of Academic Instruction Implementation guidance and their supporting materials are available [on the Academic Affairs website](#).

New editions of Academic Instruction Implementation guidance will be published in AY 2021–22 as needed to guide faculty, staff, and students in any necessary changes to current instruction and in planning for future academic terms. It is our hope that future editions of spring 2022 guidance will transition to focusing primarily on new developments in policies, procedures, and resources related to teaching and learning.

Please continue to send questions, requests for clarification, and requests for further guidance. Your communications are welcome and help shape decisions about instruction and instructional support and

recommendations to campus leadership. Individual faculty and other instructional personnel should direct questions to their chairs and directors. Deans, chairs, directors, and school/college administrators should send all queries and requests to [Katherine Eggert](#), senior vice provost for academic planning and assessment.