



Faculty Contingency Plan

Due to the increased threat of flu illnesses and the potential for future “all-hazard” crises, a joint task force of faculty and administration was formed in Fall 2009 to establish guidelines and recommendations for faculty and students. The following guidelines will help prepare for a potential crisis that may result in cancellation of classes due to prolonged illness; closing of a college campus; self-isolation due to illness or other major impacts on teaching and learning.

1. **Visit My Tri-C Space** and **update your contact information**. Make certain your cell phone and other numbers are current. Be sure to sign up for the Tri-C Alert System.
2. **Verify the procedure for reporting your absence from class** (typically a phone call to your division office) so that your students can be notified in the event that illness or incapacitation prevents you from doing so.
3. **Consider** and **develop** a plan of action on how you will “cover” your class in the event that:
 - A. You are ill and cannot attend the class for two or more class sessions;
 - B. A sizeable number of your students are ill;
 - C. Your campus is closed due to the flu pandemic or other crisis.
4. **Establish a mechanism for “guest privileges”** for a fellow faculty member or an identified substitute to teach your classes in your absence. We strongly recommend that you complete the attached form and file it with your Associate Dean immediately and before every future semester. Remember that you, the instructor or professor, **maintain all intellectual property rights** to content you have created.
5. **Your back-up plans** should include copies of your lesson plans, current syllabus, course outline, supplemental materials and assignments you have planned to use in your courses. It is recommended that copies as well as

current textbooks be kept with you at home and in a designated location in your office. This material should be accessible on a jump drive, CD, or in a prominent place on your “H” drive so a substitute can easily locate the materials if necessary. Make sure that your contingency file identifies the **specific location** in your office where these back-up materials are (Envelope marked “in an emergency” in top right-hand drawer of your desk, for example).

6. **Develop alternative content delivery methods** – for example, apply for a supplemental Blackboard site or set up an external web site that your students would use in a crisis situation.
7. Consider **offering some flexibility** for student illness given the Centers for Disease Control’s recommendation that all persons who suspect that they have the flu should self-isolate. We realize that certain instructors must retain existing attendance requirements (e.g., clinicals); these instructors should take extra steps to communicate their expectations to their students. **All students remain responsible for the content, and requirements for successful completion of their coursework.**

SUGGESTED SYLLABUS MODIFICATIONS

Illness Due to Flu: If any of us develop flu-like symptoms, we are being advised to stay home until the fever has subsided (without fever-reducing medications) for 24 hours. If you exhibit symptoms, please do not come to class.

Notify me [*faculty member*] of your status at XXX-XXXX [*faculty member’s best number to be reached- home and personal phone number NOT suggested*] or via e-mail at XXXX@tri-c.edu [*faculty member’s e-mail*] and we will communicate through the medium we establish for the class. We will work together to help ensure that course instruction and work is completed for the semester.

It remains the student’s responsibility to make up all work when he/she returns to class.
