

Faculty Senate Motion #1: Communication on Emergency Cancellation Contingency Planning

Be it resolved, that the University Faculty Senate endorses the following communication to all University Faculty,

Dear University Faculty,

You have recently received an email detailing the university's snow policy <http://www.uc.edu/news/NR.aspx?id=12766>

I am writing on behalf of the University Faculty Senate to emphasize one particular planning principle faculty should factor into their management of the winter, in particular, but also throughout the school year. In the circumstances in which the university is open, but a faculty member is unable to make it into a scheduled class, faculty should use the blackboard email system (or an established alternative class communication mechanism) to communicate with the entire class as soon as possible in advance of the pending absence. If an alternative stand-in instructor is not available to conduct the class, students should be informed of the single class cancellation sufficiently in advance.

In terms of your planning, please consider communication contingencies that will avoid the situation in which students have made it into class and there is no instructor present. Academic Unit Heads are encouraged to create communication expectations with adjunct and graduate student instructors as well that will aid in avoiding this scenario throughout the year. Please keep in mind travel time for students in factoring in the lead-time necessary to make an effective communication.