March 8, 2021

To: Faculty Senate Executive Committee

From: Cynthia Chris, Acting Chair, Faculty Personnel Policy Committee (FFPC)

The FPPC undertook in Spring 2019 and Fall 2019 discussion of the growing interest at CSI in hybrid and online instruction. Various departments indicated issues arising that concerned how, when, and by whom mode of instruction is determined. We drafted a policy proposal and sought feedback from General Chairs in February 2020. In March 2020, with the sudden implementation of emergency remote teaching under pandemic conditions, we set this matter aside. In early Spring 2021, we distributed this proposal again to chairs of all departments to circulate among faculty; we accepted feedback. The following is our resulting proposal:

The City University of New York (CUNY) defines several distinct modes of instruction (see attached policy statement of June 3, 2020 for further clarification\*):

O = online. All required contact hours are online.

H = hybrid/blended. Integrates face-to-face and online activities.

P = In-Person. All required class meetings occur on campus, during scheduled class meeting times.

Mode of instruction indicates how students attend the class meetings. ***Note: some accredited programs are required to define hybrid/online differently.***

Designation of mode of instruction is a pedagogically driven decision. Each department or Interdisciplinary Program must determine when it is appropriate to create an online or hybrid course or to offer online or hybrid sections of an established course previously taught in person. These decisions must be based on the appropriateness of adapting course content to an alternate mode of instruction; preparedness of available adjunct or fulltime faculty members to teach online; consideration of the preparedness of likely registrants for online study; and conditions of accreditation that may limit the number of courses offered in modes other than in-person.

As indicated in CUNY By-Laws, department chairs are responsible for assigning courses and may work with designees (program coordinators or schedulers) to develop course schedules; at CSI, Directors of Interdisciplinary Programs also bear this responsibility. As for other aspects of scheduling and assignments, the Chair or Director is responsible for approving or declining all requests by adjunct or fulltime instructional staff to change modes of instructions. Chairs or Directors may confer with departmental curriculum committees when considering requests to change modes of instruction. The Deans of each School or Division and Associate Provosts must also take mode of instruction into consideration when approving department and program schedules.

Mode of instruction must be determined before registration begins for an upcoming semester so that students have fair notice of the format of sections chosen, in all but the most unusual circumstances. To change mode of instruction after registration begins, Chairs and directors must obtain written permission of the School or Division’s Dean, or the appropriate Associate Provost. In these instances, the Office of the Registrar or the department must notify students of the changed mode of instruction.

Conditions that may temporarily negate aspects of this policy include but may not be limited to instances in which CUNY or CSI administration determine that conducting classes in-person presents a threat to the health or safety of the campus community, in which case emergency remote instruction can be mandated.

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