

Office of Faculty Affairs and Development

Subject: FW: ISA, TA, and GA Employees' (Unit 11) Spring 2020 Telecommuting and Instructional Continuity Plan

From: Office of Faculty Affairs and Development

Sent: Tuesday, March 24, 2020 9:37 PM

Subject: ISA, TA, and GA Employees' (Unit 11) Spring 2020 Telecommuting and Instructional Continuity Plan

Dear Unit 11 Colleagues,

You are receiving this email communication because our records indicate that you have a Spring 2020 appointment as a Unit 11 employee. If you receive this email and do not have a Spring 2020 appointment, please disregard this email.

As we are sure you now know, in response to the COVID 19 situation, the University is moving to an online-based teaching modality for the Spring 2020 quarter.

For those of you who have instructional duties as part of your appointment, Information Technology Services (ITS) and Academic Technologies & Innovation (ATI) will provide online training courses to ensure that you have the resources that are required to prepare you to teach courses in an on-line based format. The online training courses must be taken during the first week of your appointment, which for most of you should begin on or around March 30, 2020. CSUSB has delayed the start of instruction by one week for training purposes, so instruction will not begin until April 4, 2020. Dates and times for next week's online training courses offered by ITS and/or ATI will be provided to you by this Friday, March 27, 2020 in a separate email. In the meantime, you can find information and resources on teaching in alternative modalities at the ATI website at <https://www.csusb.edu/academic-technology-innovation>. Updated information on upcoming training sessions will also be available at this website.

For those of you who do not have instructional duties as part of your appointment, please consult with your supervisor or supervising faculty member to establish guidelines for working on a remote basis during the Spring 2020 quarter.

For all Unit 11 employees, going forward, all timesheets will now be submitted electronically via Adobe sign. Dates and times for online training courses on this new process will also be available during the week of March 30, 2020, and a pre-recorded online training course may also be available.

Please note: Hours worked during the week of March 30, 2020 should first be allocated to take any online training courses that are necessary for your Spring 2020 appointment. Any tasks or responsibilities for your normal work assignment duties should be secondary to online training sessions that are necessary for your appointment and available during the week of March 30, 2020. To this end, hours devoted to online training courses will not be in addition to your regularly assign hours of your appointment, but are instead part of your regular Spring 2020 appointment.

Thank you all for your continuing hard work in these challenging times.

Seval Yildirim
Associate Provost for Faculty Affairs and Development
and Field Representative at California State University San Bernardino

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