June 4, 2020—updated June 24, 2020

Colleagues,

Thank you for your continued excellent work in supporting our students. I hope you’ve been able to take a few moments to relax and enjoy the start of summer! We’ve witnessed tremendous change over the last few months, coupled with unprecedented unrest in our country. Academic Affairs is committed to you and to our students who represent the future. We continue to work diligently to ensure that all are welcomed and are valued equitably. We continue to work with you, as faculty, to ensure these ideals as part of Shepherd’s core values, are honored and upheld.

Shepherd University, utilizing data and following input from state and local public health officials will be opening our campus and resuming academic instruction for the fall 2020 semester. The following information represents new protocols that ensure the safety of our students, faculty, staff, and community.

Safety
• Please refer to the campus email detailing safety protocol for all employees. A similar protocol will be in place for students. This includes the Return to Work Guidelines, Temporary Employee Policy available on the HR website: [https://www.shepherd.edu/hr](https://www.shepherd.edu/hr)
• Employees once they return to campus should also be completing the employee health form found at the top of Shepherd’s homepage: [https://www.shepherd.edu](https://www.shepherd.edu)

Instruction
Academic Calendar
We are making a temporary adjustment to our academic calendar to reduce risk to our campus population and to provide a level of flexibility for future situations that we cannot predict. We will have our usual 14 weeks of instruction, with a week of final exams. Please note the adjustments below:
• The fall semester will begin on Monday, August 24th, as scheduled.
• Labor Day, September 7th will be an instructional day. The holiday is reassigned for the Monday following Thanksgiving on November 30th.
• Fall break scheduled for Thursday, October 15th and Friday, October 16th will become instructional days.
• Classes will be held on Monday, November 23rd and Tuesday, November 24th. Thanksgiving Break will begin on Wednesday, November 25th.
• Students will not return to campus following Thanksgiving Break. A reminder that Monday, November 30th is a holiday (reassignment of Labor Day Holiday). The Tuesday-Friday following Thanksgiving will be flex time for students to complete projects, faculty to grade, hold review sessions, give presentations, and/or completion of field placement and clinical hours.
• Final exams will be conducted remotely during the usual time frame of December 7th-11th. Proctoring software is available. Please plan now as to how you will use any proctoring software program and test it now. There is a longer turnaround time when using proctoring services, so you may request from the Provost ahead of the fall semester to give your proctored final exam at an earlier time.
Teaching and Advising

- To reduce density on campus, Shepherd will provide different modalities of teaching including in-person, online, and hybrid. Hybrid provides the most flexible option, reserving the scheduled class meeting times, in case we must move to remote instruction at any time.
- We realize there are different types of learners, and are working diligently to provide our students with a quality academic experience, regardless of modality.
- Office hours and advising will be conducted remotely. Any exceptions must be based on a students’ access to technology and should meet all requirements set forth by the University for in-person meetings.

Meetings

- Most major committee, academic unit, and faculty senate meetings will be meeting remotely for the fall semester. Any in-person meetings must follow CDC and state guidelines for social distancing.

Friends, we continue to navigate uncharted territory, one where the questions change on a daily basis and where we don’t have all the answers. Know that many individuals continue to meet to strategize our best path forward, one where we provide the best and safest experience possible for our students, our faculty, and our staff.

One thing we know in this climate of rapid change is this: Together we can accomplish great things!

Sincerely,

Scott Beard
Provost & Vice President for Academic Affairs