MEMORANDUM

TO: ECU Community

FROM: Grant Hayes, PhD
Acting Provost and Senior Vice Chancellor for Academic Affairs

DATE: March 12, 2020

SUBJ: Provost Update: COVID-19

As part of the ongoing effort to protect our faculty, staff and students, below are guidelines for changes affecting academic affairs at East Carolina University:

Key Points

- ECU’s campus will remain open and operational, but some services will be limited.
- Every attempt should be made to provide alternative instruction delivery.
- There are no changes to the academic calendar at this time.
- Any student and public events still scheduled within the next two weeks should be canceled. Anything planned beyond two weeks will be reviewed at a later time.
- Updates will be coming on the REDE website for questions about research.
- Graduate assistants, teaching assistants and student workers will continue to be employed, but should telework to the extent possible as directed by their supervisor.
- Faculty seeking guidance on moving instruction online should review the Continuity of Instruction Plan for guidance. This document will enable faculty to learn available options, access support and training. In the current situation, the focus should be on keeping instruction simple, flexible and independent as access to computers and the internet can vary among students and faculty.
- In-person office hours should be suspended and conducted by phone or online.
- Faculty will need to be accommodating, flexible and creative to ensure the best possible instructional outcomes for students facing a variety of unique situations.
- Planned visits by guest lecturers or visiting scholars should be postponed.
- Alternate methods such as Webex should be used for faculty and staff job interviews.
- We are suspending the academic review process for the rest of the semester.
- Please refer to the university’s Coronavirus Updates page and its main university social media accounts for the most accurate and up-to-date information.

Your work is much appreciated during this challenging time. Please be patient as university administration works to update its comprehensive plan for the coming weeks in guidance with the UNC system.