

MEMO

To: College of Humanities and Social Sciences Faculty and Staff

From: Dean Jeff Braden

Date: March 25, 2020

Subject: Dean's Update: Coronavirus and Our College

Dear colleagues:

As we make our way through this first week of working as an online campus, you have my sincerest thanks for all you have undertaken. You have developed course continuity plans, reached out to all your students, moved to offsite work locations, coordinated with constituents and donors, maintained daily operations and sustained the college's well-deserved reputation for excellence — all on very short notice.

Your attitude sets the stage for our students and colleagues, and I truly appreciate all your efforts.

Remember: We are here to help each other. No one person has to do this alone. So reach out to your colleagues, peers, department head, or to Deanna Dannels or me for matters great and small. Keep in mind:

- We have created [this page of resources for you](#) that helps distill some of what the university is providing on its more comprehensive [COVID-19 response website](#).
- If you are teaching, refer to the [Keep Teaching site](#) for ongoing resources to help you through this new teaching environment.
- Faculty, be sure to read [this memo from Provost Arden](#) regarding several aspects of faculty evaluation in the context of COVID-19, including departmental voting faculty meetings via remote means, changes to ClassEval for Spring 2020, RPT clock extensions, post-tenure review concerns, and annual reviews. There's more on the [provost's website](#).
- Staff and faculty, look for information and resources on the [university's HR site](#).
- Please do not put yourself under undue pressure or risk related to your research (faculty) or productivity (all) right now. Your physical and mental well-being, and that of your students and your loved ones, is your first priority.
- Information continues to change rapidly, so check your email regularly — and practice patience with both ambiguity and information overload.

Thank you for bringing your best to this time of upheaval and uncertainty.

Wishing you good health, peace of mind, and all success.