

Dear Deans, Associate Deans and Department Chairs or Course Schedulers:

Thank you for all of your efforts to support a so-far successful experience for our Spring 2021 students, and thanks for looking ahead to the steps necessary to assure an excellent academic experience in all teaching modalities and a strong on-campus presence in Fall 2021.

As you submit the additional budget needs for accommodating in-person teaching experiences for Fall 2021 that were requested through the Teaching Continuity and Recovery team, please use the attached spreadsheet to help inform the Provost's Office of your projected costs. Indicate the face-to-face or hybrid sections you have planned to offer in Fall 2021 that will be in addition to courses you normally would have offered (e.g., during Fall 2019) in order to provide these in-person opportunities to our students. When making these requests, potential budget cut scenarios should not be factored in, and your submissions should not include any student employment requests other than GTAs.

Support from the Teaching Continuity and Recovery funds may be used to add additional sections offered by CCAF or GTA instructors. Be sure to include fringe in your request. Funding will be allocated based on the information you provide here, so be thorough and please consolidate the requests at the college level before sending them to the TCRT.

Given the current information we have on public health protocols, our plans for fall semester will be to uphold the six-foot physical distancing standards and reduced classroom capacities, and so we thank you for working with your department chairs/heads and course schedulers to arrive at planned 74% of fall sections on campus in hybrid or fully face-to-face.

Thanks as well for helping to address our interest in supporting in-person courses for first-year and graduating students – both at the undergraduate and graduate level.

Please contact me if you have questions, and submit the form to Cheyenne Hall, copying me and Kristin Mravinec, **no later than April 5th**.

Thank you for this and everything you are doing in support of our students and their academic experience.

Kelly Long and the Teaching Continuity and Recovery Team