

March 20, 2020

TO: UC Santa Cruz faculty, instructors, postdoctoral researchers, graduate students
FROM: Interim Campus Provost and Executive Vice Chancellor Lori Kletzer
Vice Chancellor, Research Scott Brandt
Vice Chancellor, Business and Administrative Services Sarah Latham
SUBJECT: Directive regarding remote instruction and research

We are all working hard to adapt to the greater Bay Area and statewide shelter-in-place directives issued this week. UC Santa Cruz employees are permitted by these orders to continue to come to work to carry out the university's essential functions. We write to provide clarity regarding who should and should not be coming to work **at all campus locations** to perform duties related to remote instruction and research consistent with the procedures that the campus has now established for providing remote learning and essential research continuity. This directive supersedes all earlier communications.

Please read through the detailed information below. **These are campus directives that everyone in our research and teaching communities must follow. They are not guidelines.**

Coverage of this directive

This message is a formal employment directive issued by the interim Campus Provost and Executive Vice Chancellor, the Vice Chancellor for Business and Administrative Services, and the Vice Chancellor for Research, and it applies to all employees and faculty including visiting scholars and visiting student researchers who are engaged in instruction and research. This directive applies to research and instructional faculty, staff and students; it does not apply to administrators and managers whose presence on campus is otherwise determined to be essential.

Remote instruction

Faculty, graduate students (in their capacity as TAs and GSIs), and staff may come to the campus only to engage in and directly support the delivery of remote learning instruction (and the limited, specific preparation necessary for such instruction) that cannot be accomplished from home. **We have suspended our Webcast service and it will not be available during the spring quarter. Classrooms will not be available for the preparation or execution of remote instruction.** Instructors, teaching assistants, and the staff who support them in remote instruction may use private offices to access the internet for the purpose of delivery of remote learning. Access to, and the use of, private offices must conform to standards of social distancing.

In cases where remote instruction is possible only with the use of campus facilities, approval must be obtained from department chairs and the relevant dean. Please note that exemptions for use of specialized facilities will be limited to a small number of previously determined lab and

studio courses. With the exception of private offices, all uses of campus facilities for the facilitation of remote instruction must be approved in advance and must incorporate mandated standards of social distancing. For approval, please contact your department chair, college provost or program director, who will facilitate approval with the dean.

As you make the change to fully remote instruction, first visit our [Keep Teaching](#) website to take advantage of the teaching resources, technical information and guidance, and virtual consultation services. Resources and consultation are available to support you as you transition to a fully remote environment. Group and individual consultation services can be scheduled by contacting citl@ucsc.edu or help@ucsc.edu.

Research

Principal investigators (PIs) and their research groups/staff may only engage in essential on-campus research continuity activities with the specific approval of the Vice Chancellor for Research. See the [March 17 message](#) for further details. PIs will be notified about approvals on a rolling basis.