

From: [Jeter, Carolyn](#) on behalf of [Moore, Peter](#)
To: [Moore, Peter](#)
Subject: Faculty Guidelines for Online Learning
Date: Wednesday, March 18, 2020 4:02:24 PM
Attachments: [image004.png](#)
[Faculty_Guidelines_for_Online_Learning.pdf](#)
[image003.png](#)



Office of the Provost

March 18, 2020

Dear Colleagues:

As you prepare your classes for online instructional delivery, let me remind you about the Online Academic Continuity Webinars facilitated this week by experienced academic support professionals from OIT, CTE, the libraries, and faculty mentors. Sessions are scheduled on Wednesday, March 18, until 9 p.m. and on Thursday, March 19 from 9 a.m. to 9 p.m.

The full schedule of events and associated webinar links are located at:
<https://www.smu.edu/OIT/AcademicTech/Keep-Teaching/Training>.

Note: For those unable to attend, all online sessions will be recorded and posted to <http://keepteaching.smu.edu>, along with a wealth of other information to help you navigate this challenging transition.

As mentioned in previous messages, I'm working closely with Deans and the Provost's Leadership Team to identify and address key questions related to academic policies during this time of online learning. Working together, we have developed the attached reference guide for online learning as a first step to raising awareness. Key academic areas addressed include:

- Online Course Preparation
- Course Materials
- Course Schedule/Attendance
- Communication with Students
- Grading/Assignments
- Course Evaluations
- Library (Access/Service)

These recommendations and guidelines will be critical for ensuring effective teaching and learning during this period of online instruction. Please use these as a baseline expectation from which you might receive additional college/school-specific guidance from your Dean.

We will provide additional updates as more information becomes available.

If you need any assistance preparing for online learning, we encourage you to call the Help Desk at [214-768-4357](tel:214-768-4357) or to submit a help desk ticket through e-mail at help@smu.edu and they will route it to the appropriate support team member in OIT, CTE, or SMU Libraries.

Sincerely,

A handwritten signature in black ink that reads "Peter K. Moore". The signature is written in a cursive style with a large initial "P" and "M".

Peter K. Moore
Provost and Vice President
for Academic Affairs *ad interim*