

Dear Member,

We know that stress and work levels are high, and we thank all members who have provided us with feedback on our communications to you and with updates on what is happening in your units.

Today we had an afternoon conversation with the Senior Administration that confirmed our joint understanding, as follows: UGFA members who are teaching this semester will decide on how to finish their courses, as always maintaining the academic integrity of the courses and being compassionate to students (and, we hope, to themselves, too).

As the instructor, you are better equipped than anyone to decide how your courses will be finished. You can communicate your decisions to the Administration simply by sending a brief email to your Chair.

Over the weekend, we were made aware by members of some administrators:

- telling instructors that “going online” is their only option,
- suggesting that instructors “must consult” with them or “must receive approval” from them before making their decisions,
- creating elaborate information-gathering protocols related to our members’ decision-making process, and
- suggesting that first- and second-year courses must have final examinations, by calling upon calendar language that says this is “normally” the case, while not observing that there is nothing “normal” about our current situation.

The UGFA wants to be clear: you are not required to follow any of the directives listed above.

If you receive requests to consult, supply information, complete checklists, and so on, you can reply by saying you will make your decisions and communicate them by the end of this week.

For your information, the UGFA office has switched to a work-from-home model, although a number of us will still come into the office now and then. Phone calls will be forwarded, and, as always, we will check our email regularly.

Moments ago, the University President issued a statement saying that “beginning Tuesday, March 17, employees are asked to work from home when operationally

possible.” Through our discussions with the Administration, we understand this to mean that Librarian and Veterinarian members will be working from home. These members should approach the appropriate administrator to confirm this.

Please contact the UGFA office by email at [facassoc@uoguelph.ca](mailto:facassoc@uoguelph.ca) if you:

- are concerned about how to approach the remainder of the semester,
- feel pressured to make particular choices in your teaching during this period,
- have been told you cannot work from home,
- are scheduled to teach face-to-face courses in Summer 2020 and intend to teach using traditional methods, or
- have any other concerns.

Please look after yourself and your dear ones.

Herb Kunze, UGFA President

Mary-Michelle DeCoste, UGFA Vice-President