

Instructional Continuity Guidance from Provost Ellen Granberg

Guidance on [continuity of instruction \(COI\)](#) in courses and services at RIT in the event of a significant disruption, such as a weather-related closing, family emergency or campus evacuation.

1. [Instructional continuity](#) is a critical issue for all faculty and staff because we must be able to continue to support our students' academic progress, even during a significant emergency or an extended campus closure. Advance planning is key to maintaining continuity in the face of disruptions. Chris Denninger, the director of [Threat Assessment and Management Services](#), is available to assist faculty and department chairs in developing plans for instructional continuity and can be reached at chris.g.denninger@rit.edu or (585) 475-6620. [Teaching and Learning Services](#) has resources to help you conduct classes during a disruption.
2. The importance of [emergency preparedness](#) extends into the classroom. Students in higher education settings look to the instructor for guidance and definitive action during an emergency. Faculty are encouraged to take a few minutes at the start of each term to familiarize their students with basic evacuation and emergency procedures to protect themselves and their students in the event of an actual emergency. For more information about classroom emergency preparedness, please visit <http://emergency.rit.edu/response.php>.
3. In addition to posting your syllabus on [myCourses](#), it is recommended that you add a statement on the site informing students that under emergency circumstances, you may have to alter course requirements, assignment deadlines, attendance expectations, and grading procedures, and that the university may have to alter the academic calendar.
4. You will need an alternative means – probably electronic – to communicate with students, and for receiving and returning student assignments. RIT's learning management system, [myCourses](#), is well suited for this communication. Teaching and Learning Services, part of the Innovative Learning Institute, has developed a teaching element on [continuity of instruction](#) that lists ideas and resources that faculty can use to develop a COI plan. Please contact [Teaching and Learning Services Support](#) online or by phone (585) 475-2551 for assistance with myCourses or other tools.
5. Have a plan for communicating with other individuals who support student learning, e.g., your department chair, graduate assistants, laboratory technicians, student advisors, etc.
6. If a significant event impacts the academic delivery of courses, the campus will turn to department chairs for their leadership in managing these issues. Department chairs are encouraged to ensure that they have accurate contact information for every faculty and staff member in their department and work with them to develop plans that address the instructional continuity needs of their programs. Department chairs should also ensure that part-time and adjunct faculty have the opportunity to review and ask questions about instructional continuity.