

**Expectations and Guidance for all Faculty, Lecturers, Instructors, Advisors and all
Academic Affairs Support Staff – Academic Year 2021/22**

Purdue Fort Wayne and the Office of Academic Affairs expects all members of Academic Affairs (faculty lecturers, instructors, advisors, support staff) to follow all university COVID-19 health and safety protocols on campus and in the classroom. This includes:

1. Wearing a face mask when required to do so by university protocol.
2. Not requiring students to wear face masks if they are not required to do so by university protocol.
3. Not asking students about their vaccination status or requiring them to submit proof of vaccination status.
4. Maintaining the modality of all courses as listed in the schedule of classes unless a temporary change is necessary due to a COVID-19 self-quarantine or isolation and is reported and approved by the chair, dean, and VCAA.
5. Uploading accurate seating charts for all face-to-face and hybrid courses to Brightspace to support classroom contact tracing efforts.

The University is committed to maintaining a safe learning environment for all. Please refer to the Inside PFW email message of Thursday, August 12, 2021 for a summary of supplies available to faculty and staff including cloth masks, N95 masks, face masks with clear windows, and portable public address amplifiers.

There may be limited situations where there are compelling pedagogical reasons for departing from expectations 1–3; please contact your chair, dean, and the university COVID-19 point of contact, Jeff Malanson, to explore the appropriate ways to handle and document these pedagogical considerations.

Faculty with on-campus research spaces (e.g., laboratories) that regularly require students, staff, and faculty to work in close proximity to each other for extended periods of time may establish additional health and safety protocols to protect against the transmission of COVID-19; however, vaccination can only be established as a condition for someone to work in a lab or other research space if participating in research is an optional activity.

If you have a documented health or medical condition that could necessitate a departure from expectations 1–4, please follow appropriate Human Resources processes to seek an ADA accommodation.

Students are free to ask other students if they have been vaccinated (and may wish to do so in identifying partners for labs or in-class activities), but should be respectful of the personal health

choices their peers have made; no one is required to answer a question about their vaccination status.

For additional guidance and suggestions regarding COVID-19 and student learning and support, please consult [OAA Instructional and Operational Continuity Guidance Memorandum No. 20-15](#).



Carl N. Drummond
Vice Chancellor for Academic Affairs