


## **MEMORANDUM**

Date: August 11, 2022

To: UAH Faculty

From: Dave Puleo   
Provost and Executive Vice President for Academic Affairs

Subject: Fall Semester 2022

I am happy to join the UAH campus community and eager to meet you as I settle in to my new role. For now, I hope you find the following notes helpful as you prepare to start the fall semester.

Classes begin August 17. Prior to the first class, please visit your classrooms and familiarize yourself with the classroom & academic technologies. You'll find helpful information on the [ETLC](#) website.

Check out the new [Syllabus Template](#) in Canvas. Each class will be prepopulated with a button entitled Important University Information. By clicking on this button, students and instructors can see information that is common to all courses such as information on UAlert, Disability Support Services, Canvas Support, etc.

At a minimum, all instructors are required to use Canvas to:

1. publish the course,
2. put a syllabus on the Syllabus page, and
3. enter grades in the gradebook.

### Accessibility

- Faculty are encouraged to continue providing remote access to all course materials and lecture recordings (if the assigned classroom has recording capability) in Canvas. In addition to this access allowing students to stay on track if they (or you) must temporarily be absent because of illness, the ability to review portions of class meetings can enhance learning.
- Faculty are welcome to have a required attendance policy but should not penalize students for non-attendance when absence is necessary for health and safety reasons.
- Clearly define for students how you will communicate changes in the delivery of instruction should the course be unexpectedly interrupted, e.g., severe weather, illness, or injury.

The [COVID-19 Campus Guidelines](#) webpage will be regularly updated with information and FAQs to ensure the safety in fall semester and beyond.