

## Faculty Life Committee Resolution 23/24 - 01

Date: March 5, 2024

To: St. Olaf Faculty

From: Faculty Life Committee

Re: Proposed Guidelines on Remote Instruction for the Faculty Handbook

At the March 2024 Faculty Meeting, the Faculty Life Committee will move that the faculty recommend to the President that the following guidelines on remote instruction be added to the [Faculty Handbook](#), as a new item falling under “Faculty Responsibilities and Policies Applying to Faculty.”

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### Remote Instruction

From its founding, St. Olaf College has been devoted to residential teaching and learning. Our students want to live in community with one another on a campus where learning occurs in and out of the classroom. For these reasons, during the academic year, teaching is in person.

- 1) From time to time, in the event of adverse weather, illness, or while attending a professional conference or other professional activity, the instructor may teach a class remotely. Instructors should alert the department chair as early as possible of the plan to teach remotely.
  - 2) From time to time, an instructor may wish to hold a particular class session remotely for reasons related to the day’s activity or mode of instruction (for example, class discussion with a guest speaker who is joining remotely). In such cases, the instructor should notify the department chair in advance.
  - 3) Some summer session courses may be offered remotely. The mode of instruction for these courses is indicated in the Class and Lab Schedule.
  - 4) In-person attendance is the expectation for students. When a student has informed an instructor of an upcoming absence, the instructor may determine whether to offer the option of remote attendance.
  - 5) Office hours and other meetings with students may be conducted either in-person or virtually, so long as some of these meetings are offered in-person on a weekly basis. Both types of office hours should be posted in the syllabus and with the department chair or AAA.
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Rationale: Given the rise in the availability and use of remote learning activities in recent years, the FLC thinks it is appropriate to have some guidelines that state our commitment to maintain a residential, in-person learning community.