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| UniversityOfDenver-SignatureLg | **UNIVERSITY OF DENVER**  **POLICY MANUAL IT SUPPORT FOR ACTIVELY-TEACHING FACULTY** | | |
| **Responsible Department:** Provost  **Recommended By:** Provost and Executive Vice Chancellor and SVC Business and Financial Affairs  **Approved By:**  Chancellor | | **Policy Number** COVID-19.001 | **Effective Date**  4/14/20 |

1. **INTRODUCTION**

With collective efforts in continuing to provide quality education to the students of the University of Denver during the pandemic, it is imperative that we support our faculty actively engaged in delivering courses to our students.

1. **POLICY OVERVIEW**

We want to ensure that faculty (all series, including tenure line, non-tenure line, and temporary) that are teaching under these exceptional circumstances related to COVID-19 have the resources needed to deliver the course content successfully. Since all courses are currently online and delivered remotely, the University seeks to ensure you have that core capability. If you have unreliable or weak internet connectivity or otherwise do not have access to the internet in your home, the University will provide some options for you on a term-by-term basis. These allowances will terminate when the University returns to normal operations or if a faculty is no longer actively teaching.

1. **PROCESS/PROCEDURE OVERVIEW**

If you do not have ready access to dependable internet service, contact your Dean’s Office to discuss your eligibility for Essential Employee status. If granted, it would allow you to use your office or another appropriate on-campus workspace during your teaching periods to deliver your online course in an isolated and safe manner. If you are not able to go to the campus due to underlying health apprehensions or other risk concerns or caretaking responsibilities, you may request assistance for amending your home internet plan or provider network through the use of the Cell-Phone Allowance policy and form found [here.](https://dusharedservicescenter.freshdesk.com/support/solutions/articles/30000034686-cell-phone-allowance-policy) The allowance would be treated as additional and taxable income to your payroll. These allowances are only offered to faculty (regardless of series) that are currently delivering courses to our students and will be granted for the current term of teaching.

Alternatively, if your department chair sees a long-term benefit (beyond COVID-19 operations) to investing in hardware (e.g., booster, new routers, etc.), you may work with your chair and unit business officer to approve these investments. When the University resumes normal operations, When the University resumes normal operations, you must bring the purchased equipment to the department for future departmental use.

1. **DEFINITIONS**

**None**