

From: [Cfaes-all](#) on behalf of [Kress, Cathann A. via Cfaes-all](#)
To: cfaes-all@lists.service.ohio-state.edu
Subject: [cfaes-all] Dean's Update- RESEARCH
Date: Wednesday, March 18, 2020 3:20:49 PM
Attachments: [image001.png](#)
[image002.png](#)
[ATT00001.txt](#)

Please continue to closely read these email updates. I know you have a lot to do and there are many communications coming out, but please stay connected to important updates.

Three key messages today:

- **Telework- everyone who doesn't have an assignment to be here physically should be teleworking.**
- **Only critical research (defined below) should be conducted on any of our campuses right now.**
- **Student Concerns -no assignments this week; semester is not over.**

I greatly appreciate the work to balance all the pressing demands, uncertainties, and stress during this time. We continue to work to find solutions, answers to your questions, and ways to support you. Please check in with each other- call a colleague or co-worker and see how they are doing. Look to each other for creative ideas or ways to make this easier. Thank you to all-

Telework

If you don't need to be on campus or in the office to complete your work, you need to gather your things and work from home immediately.

While the university is still open, we are at the point where we have closed individual offices throughout the state. **Only faculty and staff with work responsibilities deemed essential should be in our buildings at this time.** We recognize that there are several people in our college that are vital to our operations, but their contributions do not require them to be on campus. It may be clearer to define the word "essential" as work that can **only** be accomplished on campus. That operative word is "only," not "more easily" or "better." We understand that our office set-ups and other facilities are designed to assist us best. Telework does not feel 100% the same as being in the office; we need to accept that. There may be non-essential duties of your job that cannot be completed remotely. Work with your supervisor to review if it can be set aside for the time being or to determine an alternative strategy for completing that task.

Research

From President Drake to Provost McPheron, university leadership has requested that we immediately reduce the number of people on campus in order to limit the spread of COVID-19. We are hearing of instances where research faculty are still on campus conducting work in

their labs, and this needs to be addressed immediately. **Only critical research that needs to be done in the lab should be being conducted on campus at this time.**

While there is not a standard definition for critical research, there are some guidelines that may be helpful. These guidelines are subject to change but for now critical research activities include:

- COVID-19 research that has the potential to mitigate the spread of the pandemic
- Certain medical research that if discontinued would endanger the lives of the participants in the research
- Maintenance procedures that require regular attention from a person to maintain critical laboratory infrastructure. For example, providing animal support, maintaining equipment that requires gas and/or cryogenic monitoring/service, irreplaceable cell lines, etc.

For all other research, you should review your research activities and immediately begin work you can accomplish off campus and ramping the research program down accordingly to accommodate this change. In addition, faculty should develop contingency plans should it become mandatory to discontinue research activities.

To help with questions, additional research guidance can be found at <https://research.osu.edu/news-events/coronavirus-and-your-research-program/>. Please share and bookmark this site. They make frequent updates to the site as new information becomes available so please check it regularly.

CFAES research messages are being posted to the following link.

<https://grants.cfaes.ohio-state.edu/resources/covid-19-guidance>

Telework Reminders and Resources

- [*Keep Teaching*](#) (*instructors*)
- [*Keep Working*](#) (*staff*)
- [*Telework Agreement Form*](#) (*staff*)
- Ensure that there are both physical and virtual notifications to others as to how best to reach you or access information you provide.
- Classrooms should not be used as alternative workspaces for recording video, etc.

Building Security Reminder

As of today, most of our buildings across campus locations are locked like they would be in the

weekends or after hours. There will continue to be swipe card or brass key access for faculty/staff/students who have to be at work for essential/mission-critical functions. With fewer people in buildings, CFAES Operations staff will do regular walk-throughs in our buildings in Columbus and Wooster to make sure things are ok. If you have any general questions or concerns about security, please contact Seth Walker (CFAES Director of Safety and Compliance, walker.439@osu.edu).

We are hearing concerns from students and their families:

- Some faculty are telling students that the semester is over, and their grade is whatever they had before spring break.
 - This is not the expectation. Students should continue their coursework online next week.
- Homework is being given this week
 - This week is still spring break for students, so no tests or homework should be due this week.

Kepteaching.osu.edu: This site continues to evolve and expand, including a new page focused on [assessments](#). Please check back regularly for updates. Workshops and other consultations are available through the [Office of Distance Education and eLearning \(ODEE\)](#) and the [University Institute for Teaching and Learning \(UITL\)](#).

Keplearning.osu.edu: There is now a helpful section about [free- and low-cost internet options](#) for students and faculty who may be working from home.

Graduate defenses: Video exams are allowed during this semester and will not require a petition. Be as flexible as possible for students completing a candidacy exam, thesis oral exam or dissertation defense. Please report to the Graduate School the manner in which the student and each committee member participated in the exam.

Probationary Promotion and Tenure Reviews: All tenure track faculty who are in their probationary period will be offered a one-year extension to their tenure clock. In the next few days, OAA will be sending opt-in/out forms to tenure-track faculty members who are probationary in Spring 2020) with instructions. Contact [Helen Malone](#) if there are questions.

COVID-19 Resources

- [Information about coronavirus and the university's response](#)
- [Guidance for students, faculty and staff](#)
- [Resources for faculty - kepteaching.osu.edu](#)
- [Resources for students - keplearning.osu.edu](#)
- [Resources for staff - keepworking.osu.edu](#)
- [Human Resources information and guidance](#)

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