

May 4, 2020

Dear Full-Time Faculty Colleagues,

We are writing to clarify issues raised Friday at the Joint Faculty Council meeting regarding the need for all faculty who have not already done so to obtain certification in online teaching. This is a critically important issue, so we want to make sure we address the community's concerns.

First, we want to clarify why certification is necessary. The current coronavirus pandemic has shaken Pace and other higher education institutions in unprecedented ways. Even as the outbreak is stabilizing in New York, until we have a vaccine, it's a real possibility that we'll experience further disruptions.

To be clear, this effort to certify faculty for online teaching does not mean that we, as a community, have been failing at online teaching until now. You have all done a remarkable job of quickly pivoting to a new way of life, work, and education. We remain impressed by your resilience, adaptability, and dedication.

But as we face the possibility that we may need to deliver more of our courses online or remotely, we want to accomplish two things. First, we want to demonstrate to our students and their families that we are committed to giving them the Pace experience they expect via these online and remote formats. Second, we want to provide you with the resources you need to master this modality.

As with other academic institutions, we are anticipating a significant shortfall in our current and Fiscal Year 2021 budgeted revenues. Supporting all our faculty's capacity to teach remotely and to adapt their courses to new and more complex, blended formats is now more central than ever to our recruitment and retention efforts.

A note about the training, our Teaching Effectively Online Workshop: The workshop has been updated to address critical questions that we've all wondered about this semester, such as when and why to use synchronous and asynchronous modes and tools and [What's the difference between emergency remote teaching and online learning](#)? The workshop will require a total of about 10 hours of your time across a three-day sequence. It is structured asynchronously to accommodate scheduling.

- Nearly 400 Pace faculty have already received certification for teaching online through our Teaching Effectively Online Workshop. Others have sought training elsewhere. **If you have certification, you do not need to take the workshop.**
- If you do not have formal certifications but are confident that you don't need to take the workshop, you can apply for an exemption by emailing the Faculty Center at facultycenter@pace.edu.
- **All faculty who do not have certification or previous fully online teaching experience need to obtain certification by September 1.** If you are unsure whether you have earned certification, please email the Faculty Center at facultycenter@pace.edu.
- We have already had requests from departments about adapting the Teaching Effectively Online Workshop to their discipline and are happy to work with you to deliver the training that is most

beneficial. If you have suggestions or requests about the Workshop, please email the Faculty Center at facultycenter@pace.edu.

- As always, please suggest workshops that address your talents and interests to [Academic Technology](#). They will follow your lead.

We have heard from so many of you about how you are engaging students while we operate online/remotely. Your dedication is inspiring and a testament to what makes Pace special. For example, several of you shared how you are using your teaching to help students make sense of the global pandemic. Others of you have expressed concern about how you can continue to provide experiential learning at a distance. Still, others express a strong commitment to maintaining student community under remote operations. Your questions like, “*How can I....?*” are exactly the kind of creative wonderings that we need to get through the uncertainty ahead, together.

Finally, we want to address questions about the process. We did not make this decision in a vacuum. Once the decision to offer summer classes remotely was made, we needed to act quickly to support summer faculty who, once again, needed to convert their on-campus classes to remote learning. We discussed the possibility of requiring certification with Faculty Council leadership on two occasions over several weeks. These conversations were informed by the decision to move all summer classes to a remote/online format and by the need to be ready for various Fall 2020 scenarios.

Please do not hesitate to contact us if we can be of service to you. Our intention is to be supportive. Please also remember that you can reach out to Human Resources at employeerelations@pace.edu. In the meantime, please regularly check and read your emails as this is the method we use to share breaking information. Remember also to continue monitoring our [COVID-19 website](#) for news and information and for an archive of our communications to students, faculty, and staff.

Working together, Pace will become even stronger.

We hope you can join us this Thursday, May 7, from 3:30 p.m. to 5:00 p.m. via Zoom for the Faculty Recognition Ceremony. We also invite you to our next Faculty Town Call this Friday from 12 p.m. to 1 p.m.

Please take care and stay healthy.

Sincerely,

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