



UNIVERSITY OF
TORONTO
SCARBOROUGH

Office of the Vice-Principal Academic & Dean

EMAIL

To: Chairs and Academic Directors
From: Professor Mark Schmuckler, Vice- Dean Undergraduate
Cc: Chairs and Academic Directors' Assistants
Department Business Officers
Date: 10 March 2020
Re: **REQUEST Continuity Checklist re: COVID-19 Follow-up**

Further to [DCD #4](#), in preparation of any academic disruption due to COVID-19, I ask that you complete the following:

1. Please review and implement the [Continuity Checklist for Chairs and Directors](#) (linked and attached)
2. Complete the [UTSC Course Resilience Planning form](#) (linked and attached)

This form should be completed by each instructor currently teaching and for every course. Have these forms submitted to your office by **Wednesday 18 March**. We will forward instructions soon on how we will collect this information from your office.

3. It is also essential that you ensure that all of your student assignments/tests/exams **remain ON CAMPUS**, and are kept in a secure location until returned to students.

This is not an optional arrangement. Please make sure your TAs are aware of this. Faculty should be storing these materials in their offices until they are returned to students.

Our office will follow up with instructions regularly. The data that you are collecting will need to flow up to our office and we will send directions on how that will happen next.

As part of this academic continuity planning, it is essential for the VP Dean's Office to work closely with you, and central administration, to plan and prepare for contingencies. Your cooperation is appreciated.

If you have any questions, please reach out to me directly at vdundergrad@utsc.utoronto.ca