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TO: Lehman College Faculty

FROM: Peter O. Nwosu, Provost and Senior Vice President for Academic Affairs and Student Success

SUBJECT: **Communication to Faculty re Coronavirus**

DATE: March 3, 2020

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Last night, President Lemons sent a detailed [email](#) to the Lehman campus community regarding COVID-19. While there is no imminent threat to the college, we continue to make preparations should the situation escalate and impact campus operations. Information on prevention and symptoms are also available from agencies such as the [Centers for Disease Control and Prevention](#) and the [New York City Department of Health and Mental Hygiene](#). We are also developing a new section on our website that will provide updates, resources, as well as related policies and communications.

### **Faculty Role**

Because our faculty play a critical role in our teaching and learning functions, we are recommending additional steps in the event that the situation begins to impact campus operations:

1. Should the situation escalate and classes on campus are not able to be held, we are examining options for leveraging technology to support remote instruction. Begin to think about how you would keep your course on track if it were not possible to hold classes on campus for a period of time. We will be following up in the coming days with a set of possible mechanisms you might use, but as the instructor you would still have to determine how to structure topic coverage, assignments, quizzes, exams and other elements of your course.
2. Learn more on what you can do now to prepare ahead of time by reviewing recommendations and resources from the [Office of Online Education](#). In addition, most library resources can be accessed remotely via the [Library's website](#).
3. The Division of Information Technology is currently working on preparing additional resources to support students and faculty, which will be available on Thursday, March 5, 2020.
4. Please make sure that your contact information is up to date in CUNYfirst and on departmental lists. Employee instructions are [here](#). It is possible that we will need to reach you with important information during off hours or weekends.
5. In case you need to reach your students, please ask that they also update their contact information on CUNYfirst and provide this to you immediately. Student instructions are [here](#).
6. As a precautionary measure, any faculty member who is feeling ill and those who may have had contact with someone exposed to the virus should stay home. We ask you to accommodate students, to the extent practicable, should they be unable to attend class due to illness.
7. Please direct students with counseling and health-related questions to the [Student Health Center](#) and the [Counseling Center](#).
8. For additional information or clarification, please contact your respective department chair or dean.

Thank you for your cooperation and know that we will provide updated information as it becomes available.