

Process for In-Person Instruction Temporary Course Modality Change

This policy applies only to Fall 2022

Per Senate policy, the instructional modality of courses is defined in the approved course proposal. Courses must be delivered in the approved modality, unless the modality is changed via the standard course proposal process.

The intent of this policy is to allow Department Chairs to utilize temporary remote teaching as an option to accommodate an instructor with a medical accommodation need without necessitating a course-level modality request for Senate review.

Default Mode of Instruction

For courses approved for in-person instruction, all instructors, including Senate Faculty, Unit-18 Lecturers, Graduate Student Teaching Assistants (TAs), and Graduate Student Teaching Fellows (TFs) are expected to deliver their classes in-person, on campus. *Within this document the term instructor encompasses all the above groups, except where specified otherwise.*

Timeline & Deadlines

Instructors should make every attempt to submit requests for exceptions as soon as feasible.

- By Friday, August 5, 2022: Instructors should work with Disability Management Services (DMS) on requests for exceptions.
- By Friday, August 12, 2022: Any changes to course modalities must be submitted to the Registrar. Any accommodations made beyond this date will not fall under this policy.

Exceptions to In-Person Instruction: Processes for Instructors

Temporary exception to in-person instruction may only be granted for instructors who are provided a medical accommodation by the DMS Office, for a period not to exceed the duration specified in the DMS's approval notice. This only applies to personal medical conditions and not to household members. Instructors should follow these guidelines:

- Instructors are responsible for starting the process by making a request for medical accommodation as prescribed by the Administration.
- Instructors and Department Chairs should notify any other appropriate Chair (Undergraduate Program Chair or Graduate Group Chair) after receiving the notice from the DMS that a medical accommodation has been approved.
- Instructors and the appropriate Chair should develop a modified instruction plan and present the plan to the School Dean and the Graduate Dean or Undergraduate Dean, as appropriate.
- Instructors should consult with appropriate Deans regarding process questions and concerns, and engage with relevant campus offices on appropriate accommodations.
- Instructors who request and are granted exceptions to in-person instruction **are responsible for communicating any change in class delivery to students** enrolled in the class as soon as possible.

Exceptions to In-Person Instruction: Process for Deans and Chairs

- Deans/Chairs should use the processes outlined above to determine additional exceptions to default in-person instruction and should maintain a written record of approved exceptions.
- Deans/Chairs should maintain an email record of any class approved for temporary remote instruction, and should notify the Registrar and the relevant School Curriculum Manager of any approved changes to delivery method.
- Deans should provide support to instructors by facilitating engagement with relevant campus offices on appropriate accommodations.