

Dear Deans and Department Chairs,

As you begin planning Spring courses, you will need to work closely with your instructors (including Senate faculty, lecturers, other non-senate faculty, and TAs) on appropriately managing remote instruction requests. To assist, we offer you guidance on how and when your instructors may seek remote instruction. Please be sure this information is shared with all potential Spring 2022 instructors.

For clarity, there are three circumstances in which an instructor (or TA) may be eligible for **remote instruction** for a course that is normally scheduled to be in-person:

1. Reasonable Accommodation Process for Employee's Own Serious Health Condition
2. Instruction Exceptions for Employees with an Immunocompromised Household Member
3. Senate only: Interim COVID-related Dependent Care Modified Duties

**1. Reasonable Accommodation Process for Employee's Own Serious Health Condition**

Requests for disability accommodation must be handled in accordance with [APM – 711 Reasonable Accommodation for Academic Appointees with Disabilities](#) OR the applicable collective bargaining agreement (<https://academicpersonnel.ucmerced.edu/policies/collective-bargaining>). This includes situations in which an academic appointee with a disability requests a flexible work arrangement as a reasonable accommodation AND situations in which a remote (or hybrid remote) academic appointee with a disability may need a reasonable accommodation to perform the essential functions of their position. Instructors with a qualifying disability may request reasonable accommodations for a qualifying disability by following [Local Procedures for Accommodations](#). Questions? Contact [Disability Management Services](#). Note: The accommodation, determined through the interactive process, may or may not include remote instruction. Per [Senate Policy](#)<sup>[1]</sup> issued August 3, 2021, instructors with a qualifying disability whose accommodation includes remote instruction do not need to submit a course-level modality request for Senate review, but they do need to be recorded in the schedule of courses. **Remote instruction modalities must be recorded in the schedule of courses by November 1, so please be sure accommodations are approved by October 25th, 2021.**

**2. Instruction Exceptions for Employees with an Immunocompromised Household Member**

In August, instructors (and TAs) with immunocompromised household members were given the option to request remote instruction for Fall 2021. This option will be extended through Spring 2022.

Individuals who have already been approved to teach remotely in Fall 2021 may now request to extend remote instruction through Spring 2022 by consulting with their department chair – a new medical form is not required. The approved adjustment may or may not include remote instruction. In your role as Chair, please discuss this modality change with the School's Curriculum/Instructional Manager and the Vice Provost & Dean of Undergraduate Education for undergraduate courses and/or the Interim Vice Provost & Graduate Dean for graduate courses.

Instructors seeking a new request must obtain pre-approval from the Vice Provost & Dean of Undergraduate Education and/or the Interim Vice Provost & Graduate Dean. The instructor is required to complete the following form and submit to [academicpersonnel@ucmerced.edu](mailto:academicpersonnel@ucmerced.edu) by [October 25, 2021](#).

[https://academicpersonnel.ucmerced.edu/sites/academicpersonnel.ucmerced.edu/files/page/documents/immunocompromised\\_household\\_member\\_ucm\\_form.pdf](https://academicpersonnel.ucmerced.edu/sites/academicpersonnel.ucmerced.edu/files/page/documents/immunocompromised_household_member_ucm_form.pdf).

**All requests for remote Spring 2022 instruction for instructors with immunocompromised household members, including the medical form, are due on or before October 25, 2021. See timeline below.**

**3. Senate Faculty Only: UC Merced Interim COVID-Related Dependent Care Modified Duties**

Given the negative impact of COVID-19 on Senate faculty research, Senate faculty under the purview of [Academic Personnel Manual 760-28\(a\)](#) and with dependent care responsibilities of 50% time or more will be eligible for up to two academic terms of Interim COVID-Related Dependent Care Modified Duties during academic years 2020-2021 and 2021-2022. Interim COVID-Related Dependent Care Modified Duties may be considered, such as any (combination of) the following:

- Offer relief from service obligations and responsibilities for all or part of an academic term.
- Allow flexibility in classroom instruction modality, for instance, synchronous and asynchronous, hybrid remote and in-person, and scheduling. Note: Any requests for permanent online classroom instruction modality changes require approval from the Academic Senate and should not be submitted via this program.

- Provide flexibility in department course offerings, for instance, by reducing the overall number of courses while increasing sections of enrollments in courses to be offered.
- Allow voluntary deferral of sabbatical leaves.
- Offer flexibility with instructional roles, for instance, co-teaching with others.
- Provide teaching release in return for temporary increase in course-load after dependent care can be secured.

Senate faculty members who want to apply for Interim COVID-Related Dependent Care Modified Duties should fill out the updated Application Form and submit it according to the instructions:

[https://academicpersonnel.ucmerced.edu/sites/academicpersonnel.ucmerced.edu/files/documents/application\\_covid-related\\_dependent\\_care\\_modified\\_duties.docx](https://academicpersonnel.ucmerced.edu/sites/academicpersonnel.ucmerced.edu/files/documents/application_covid-related_dependent_care_modified_duties.docx).

More information can be found at: [https://academicpersonnel.ucmerced.edu/UC\\_Merced\\_Interim\\_COVID-Related\\_Dependent\\_Care\\_Modified\\_Duties](https://academicpersonnel.ucmerced.edu/UC_Merced_Interim_COVID-Related_Dependent_Care_Modified_Duties).

**All requests for Interim COVID-Related Dependent Care Modified Duties are due on or before October 25, 2021.**

If the request for remote instruction does not meet one of the three circumstances above, please advise the instructor that they will be expected to teach in person.

Timeline for Instruction Modalities for Spring 2022:

- Instructor with immunocompromised household members requests remote instruction by October 25, 2021
- All approved courses for remote instruction are listed in the Spring course schedule November 1, 2021

As a reminder, the deadline to submit your course schedule for Spring semester is **November 1, 2021**. Please make sure that all approved courses for remote instruction are listed in the schedule.

Sincerely,

LeRoy Westerling, Chair, Divisional Council

Teenie Matlock, Vice Provost for Academic Personnel

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[1] <https://senate.ucmerced.edu/educational-continuity>