

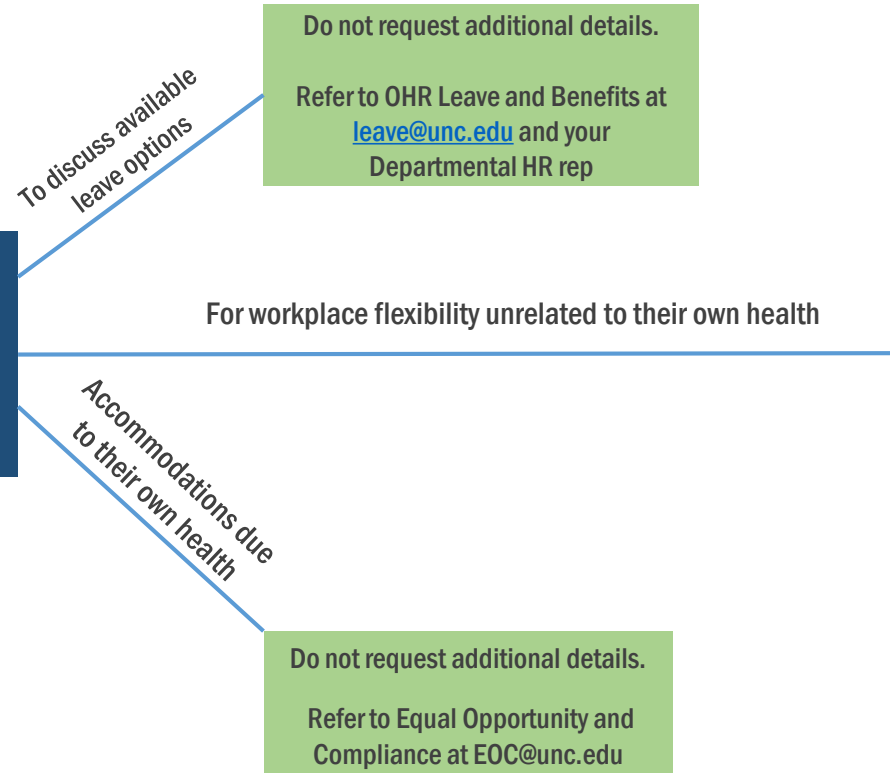
Guiding Principles:

Be as flexible as possible while still meeting the needs of the University and students.

Flexibility may look different for each person.

Equity does not necessarily mean the same flexibility but does require a fair and consistent process.

Steps for Deans and Chairs after Receiving a Request for Flexibility from an Instructor



Considerations for Flexibility Requests:

Remote Teaching

Is it a University requirement to offer in person?

Are there others with expertise to teach in person?

In what ways will failure to teach the class impede student progress?

What impacts, if any, do spatial and social distancing requirements have on the student experience for this class?

Alternative Scheduling

Can the instructor be assigned a section that meets later in the day?

Can the instructor be assigned fewer in person courses?

Classroom Solutions

Can students be required to contact instructor over email or Zoom?

How can traffic flow in the classroom be managed to minimize physical interactions?

Can the course have a partial online format?

Should additional protective equipment be provided?

Ask for help when:

- Need to deny a request
- Multiple, potentially conflicting requests
- Employee raises concerns about fairness, favoritism, or protected status
- Not sure if you're allowed to provide what is requested
- Anything else you are concerned about
- When providing the identified flexibility would require assistance from another office

FACULTY REQUESTS

- Is the course required by the University to be taught in person?
 - If yes, is the faculty member requesting to teach remotely the only faculty member with the expertise to teach the course?
 - If no, have the other qualified faculty members also requested flexibility to teach remotely?
- Can a portion of the course be offered remotely?
- In what ways will failure to teach the class now impede student progress?
- What impacts, if any, do the social distancing and spatial distancing requirements, have on the student experience for this class?
- Can the instructor be assigned a section of the class that meets later in the day?
- Can the instructor be assigned fewer in-person courses total?
- Can students be required to contact the instructor over email or Zoom?
- How can traffic flow in the classroom be managed to minimize interactions?
- Should additional protective equipment be provided?