

**The Office of the Vice President for Academic Affairs**  
**Guidelines: Request for Modification of Teaching Schedule**

**ADA-Accommodation**

**Academic Year 2023-2024**

Faculty teaching assignments and workloads are outlined in Board Policy 3800. The Department/Program Chairs are responsible for the scheduling of both traditional and non-traditional courses, as well as creating additional sections and cancelling sections as necessary. The staffing of sections, which includes assigning, changing, or reassigning faculty also rests with the appropriate Department/Program Chair. Deans are ultimately responsible for monitoring and managing the faculty workload and that of Department/Program Chairs within their respective divisions.

**Guidelines for Department Chairs to follow before granting ADA-Accommodations:**

**1. Faculty Request:**

A faculty member who wishes to request a teaching schedule with no face-to-face classes must **provide written notice** to their Department/Program Chair that they will be submitting a request for accommodation to HR.

a. To provide sufficient time to review and process requests, faculty must submit written requests as soon as possible, but no later than semester due dates. After that date, it will be difficult to review and process requests.

b. Due Date: Fall Semester **August 21, 2023**

c. Due Date: Spring Semester **January 8, 2024**

**2. HR Review:**

Faculty who will be requesting accommodations for medical or religious reasons must send an email or written request to the Benefits Manager or Director of Human Resources. HR will review faculty requests for accommodations based on established criteria, such as documented medical or religious reasons. HR will contact the Department/Program Chair and faculty member to start the collaborative process as applicable.

**Reasonable Accommodation:** The College has published its course schedules that includes face-to-face and online sections. Department Chairs receiving several approved accommodation requests from HR will address them as they receive the request (based on the date the accommodation was first communicated to the Dean/Chair). Faculty teaching schedule may be modified if the department has sufficient number of online course offerings with enrollment to provide reasonable accommodation as appropriate **and** if the faculty member adheres to the following.

The faculty member:

- is **current with the required certifications** to teach fully online courses,
- has submitted a **Faculty Responsibility Plan**, and
- **posts 5 departmental office hours and 5 departmental service hours on their weekly schedule.**

**Notification to Division Dean and VPAA:** The Department/Program Chair will submit the modified teaching schedule, Faculty Responsibility Plan, and weekly hours schedule (including documented office hours and service hours) to the Division Dean and Office of the Vice President for Academic Affairs.