

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

**Academic Year 2023-2024**

Department Chairs may receive two types of schedule modification requests: (1) **ADA Accommodations** and (2) **Non-ADA Considerations**. ADA Accommodations may be requested due to conditions that affect oneself. Non-ADA Considerations are often requests due to a health condition of a family member. Department Chairs will be prioritizing the feasibility of providing ADA Accommodations first, and, afterward, if possible, Chairs will consider any Non-ADA schedule modifications.

ADA Accommodations follow strict adherence to Federal law, while Non-ADA considerations are based on College procedures, needs, and discretion. To clarify the procedural difference and outline the process Chairs will follow, the guidelines listed below have been developed.

**Guidelines for Department Chairs to follow before granting any Non-ADA Considerations:**

**1. Faculty Request:**

A faculty member who wishes to request a Non-ADA modification of teaching schedule for the **Fall or Spring** semester must provide written notice to their Department/Program Chair that they will be submitting a request to HR for preliminary review.

- 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 date. 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:**

Once HR has provided their review of all pertinent documentation, they will contact the Chair informing them about whether it meets the requirements for ADA Accommodation or Non-ADA Consideration.

- 3.** If it falls under Non-ADA Consideration, the Chair will review and determine if the department has sufficient online sections to allow for the modification of faculty member's teaching schedule without causing undue hardship on the rest of the faculty, the department, or requiring additional Lecturer positions.

**4. Chair Recommendation:**

- a. **No:** If Chair and/or Dean determine the faculty teaching modification cannot be granted, the Chair and/or Dean prepares a memo informing the faculty member the teaching modifications cannot be approved.
- b. **Yes:** If the Chair determines the faculty teaching modification can be granted, the Chair prepares a memo recommending the teaching modifications to the Division Dean for review and approval.
  - i. **If** the Dean approves the Chair recommendation, then a recommendation memo is submitted to the Vice President (VPAA) and President for review.
  - ii. **If** the VPAA and President approve, the Department Chair will inform the faculty member of the approval.

### **Outcome of the Chair Review for Non-ADA Consideration:**

Based on the Chair's review of the departmental course schedule, the Chair may recommend that:

- the faculty member may be able to teach their load fully online
- the faculty member cannot teach their load fully online, and therefore,
  - the faculty member be prepared to return for F2F and/or hybrid course in addition to some online course instruction; *or*
  - the faculty member may contact HR to determine if there are other options available to faculty such as qualifying for FMLA (either full-time or intermittent).

### **Modified Teaching Schedule:**

If the request for a Non-ADA modification is approved by the President, the Department/Program Chair will proceed with modifying the faculty member's teaching schedule to teach fully online *if* enrollment and schedule permit, 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 OVPAA:**

The Department/Program Chair will submit the modified teaching schedule and weekly hours schedule (including documented office hours and service hours) to the Division Dean and Office of the Vice President for Academic Affairs.