

November 10, 2021

**DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT DEANS, AND ACADEMIC  
PERSONNEL ANALYSTS**

**MEMBERS OF THE ACADEMIC SENATE  
MEMBERS OF THE ACADEMIC FEDERATION**

*Please distribute to all teaching faculty, CAOs and Associate Ins*

Dear Colleagues,

As was the case in fall 2021, the default mode of instruction for winter 2022 will be in-person, with an exception for hybrid and virtual courses previously approved by the Committee on Courses of Instruction (COCI). I understand some instructors may seek to teach remotely due to COVID-19-related circumstances that make in-person instruction infeasible. For winter 2022, the Davis Division of the Academic Senate has delegated to the Committee for Adjustments and Alterations of Instruction for Winter 2022 (CAAIW) —comprised of members of the Academic Senate, Academic Federation, Academic Affairs, and Disability Management Services — the authority to review and approve (or deny) requests for continued emergency remote instruction from instructors for COVID-19-related reasons.<sup>1</sup>

This communication describes the situations when requests for remote teaching may be appropriate and the procedures for instructors to make such requests. Requests will only be considered for winter 2022 as it is anticipated the campus will be back to full regular operations in spring.

*Categories of Requests for Remote Teaching*

The CAAIW will consider requests for emergency exception to in-person instruction for winter 2022 in the three situations described below. In reviewing requests, CAAIW will balance the documented concerns of the instructor against other instructional impacts or institutional limitations. The two categories of requests that will be considered are:

- Category 1: Exceptions related to the instructor's own disability or medical condition;
- Category 2: Exceptions related to the following:
  - Instructor's increased susceptibility to or risk of COVID-19 due to age or other non-medical increased risk factor(s);
  - Instructor's immediate family or household member's medical condition.
  - Family member or household member who is unable to be vaccinated;
  - COVID-19 related travel, immigration, or other reason.

All Category 1 requests will require documentation from a healthcare provider.

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<sup>1</sup> If needed, faculty should follow the usual process for seeking an approved leave of absence, depending on the duration of the need.

All Category 2 requests for remote teaching for winter 2022 will require a brief explanation of the situation prompting the request, including any steps that are being taken to decrease potential exposure or risk. If additional information is needed, the instructor will be contacted.

The following are NOT currently considered approvable reasons for exceptions to in-person teaching for winter 2022 through the CAAIW:

1. Care-giving responsibilities except where the person for whom care is being provided is in a high-risk category or cannot be vaccinated. Requester will need to provide information about other steps being taken to decrease potential exposure and risk.
2. Persons who have been granted exemption under the UC SARS CoV-2 Vaccination Policy for either medical or religious reasons. Such individuals are expected to teach in person unless they request, and are granted, an exemption to in-person teaching for any of the reasons set forth above.
3. Not living locally. Faculty are expected to be in residence unless they are on an approved leave.

***Any faculty member with a non-COVID-19 related medical condition or disability should contact Disability Management Services according to the usual process to engage in the interactive process.***

#### Procedures for Submitting Requests

Instructors seeking an exception from in-person instruction in winter 2022 must complete and submit the "Request for Emergency Remote Winter 2022 Instruction" to the CAAIW through the Qualtrics form that is available [here](#). Separately, please send medical documentation to Disability Management Services at the following email address: [reasonableaccommodationrequest@ucdavis.edu](mailto:reasonableaccommodationrequest@ucdavis.edu). All requests must be received **by December 3, 2021**. Public health guidance regarding COVID-19 is fluid and these procedures may change.

This process applies to all members of the UC Davis faculty, including members of the Senate, and Federation, as well as graduate students employed in the title Associate In\_\_\_\_\_.

Some Teaching Assistants and Readers may also seek alternatives to an in-person assignment due to COVID-19-related circumstances that make in-person instruction difficult for them. The process described herein does not apply to them. In the coming days, Graduate Studies will announce a process to consider adjustments for Teaching Assistants and Readers. As a first step, such TAs and readers can explore options for adjustment with their supervisor and department.

Depending on the volume of initial requests, it is anticipated that decisions will be communicated to the instructor and the program/department chair in writing by December 17, 2021, except in those cases when the need for additional time has been communicated to the instructor. Individuals who have already submitted requests to DMS will be contacted directly with instructions for submitting the request form for CAAIW review. We are in the process of setting up a CAAIW email address ([caaiw@ucdavis.edu](mailto:caaiw@ucdavis.edu)) which should be up and running no later than November 15, 2021 should there be questions.

We continue to appreciate the resilience of the UC Davis faculty, and look forward to continuing our in-person instruction in the winter quarter. Although we understand that this will not be possible for all, we remain committed to a smooth, healthy transition back to campus in the coming quarters of this academic year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Philip H. Kass", with a long horizontal flourish extending to the right.

Philip H. Kass  
Vice Provost—Academic Affairs  
Professor of Analytic Epidemiology,  
Population Health and Reproduction (Veterinary Medicine) and Public Health Sciences (Medicine)