

August 3, 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 described in my July 22, 2021, communication, which can be viewed [here](#), the default mode of instruction for fall 2021 will be in-person, with an exception for hybrid and virtual courses previously approved by the Committee on Courses of Instruction (COCI). With that said, I understand that some instructors may seek to teach remotely due to COVID-19-related circumstances that make in-person instruction infeasible. For fall 2021, the Davis Division of the Academic Senate has delegated to the Committee for Adjustments and Alterations of Instruction for Fall 2021 (CAAIF)—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 fall 2021. Instructors who anticipate COVID-19-related needs beyond the fall should pursue one of the following actions: 1) Submit a hybrid or virtual course proposal through the Integrated Curriculum Management System ([ICMS](#))<sup>[2]</sup>; or 2) Seek a disability accommodation utilizing the established Disability Management Services process (information can be found [here](#)), through which accommodations such as lower classroom density, ventilation adjustments, outdoor instruction, physical distancing signage, additional personal protective equipment, or a leave of absence may be available.

*Categories of Requests for Remote Teaching*

The CAAIF will consider requests for emergency exception to in-person instruction for fall 2021 in the two situations described below. In reviewing requests, CAAIF will balance the documented concerns of the instructor against other instructional impacts or institutional limitations. The two categories of exceptions that will be considered are:

1. Exceptions related to the instructor's medical condition. Requests for remote teaching for fall 2021 due to an instructor's personal medical situation associated with COVID-19 will be evaluated with the

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[1] Faculty should follow the usual process for seeking an approved leave of absence, depending on the duration of the need.

[2] Instructions for submitting hybrid or virtual course proposals are available [here](#). Given the time required for reviewing course proposals, any proposal submitted during summer 2021 would not be considered for approval for fall 2021 but may be considered for expedited winter 2022 approval.

support of Disability Management Services (DMS) and will require medical documentation which will be used only for the purpose of determining if remote teaching is appropriate for fall 2021. The medical documentation will be submitted directly to DMS and should only discuss functional limitations that impact one's ability to teach in-person for fall 2021 due to COVID-19. No diagnosis information should be included. Only functional limitations will be shared with the committee.

2. Exceptions related to a medical situation involving someone in the instructor's immediate family or home or other COVID-19 related issue. These requests for remote teaching for fall 2021 will be evaluated with the support of Academic Affairs (website: <https://academicaffairs.ucdavis.edu/>) and will require a brief explanation of the situation prompting this request. 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 fall 2021 through CAAIF:

- Non-COVID-19-related requests for accommodation due to the instructor's medical condition. Requests for reasonable accommodation for non-COVID-19-related medical conditions of the faculty member should follow the established process through Disability Management Services.
- Care-giving responsibilities. At present, it is anticipated that schools, daycares, senior-care centers, and other similar programs will be open and at normal capacity in fall 2021. Accordingly, the potential need to care for one or more family members is not a basis for requesting an exception to in-person instruction.
- Instructor who does not live locally. According to the Academic Personnel Manual, faculty are expected to be in residence unless they are on an approved leave.

### *Procedures for Submitting Requests*

Instructors seeking an exception from in-person instruction in fall 2021 must complete and submit the "Request for Emergency Remote Fall 2021 Instruction" to the CAAIF 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 received through August 11, 2021 will be evaluated on a priority basis. Requests submitted after August 11, 2021 will be evaluated on a rolling basis. 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, Federation, and Lecturers, as well as graduate students employed in the title Associate In \_\_\_.

This process does not apply to Teaching Assistants and Readers, who should contact Disability Management Services directly if they are experiencing a personal medical situation that is impacting their ability to perform the responsibilities of the appointment. Inquiries relating to non-medical situations should be directed to Graduate Studies.

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 August 27, 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 CAAIF review.

We are so very appreciative of the resilience of the UC Davis faculty, and look forward to our return to in-person instruction in the fall. Although we understand that this will not be possible for all, we want to ensure a smooth, healthy transition back to campus in the coming year.

Sincerely,



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