TO:                All Faculty
FROM:          Jim Vigoreaux, Vice Provost for Faculty Affairs
DATE:           November 24, 2020
SUBJECT:    Modality Change Request Process for Spring 2021

In the days leading up to Thanksgiving Break the Provost’s Office was consulted on the process for changing course modalities for a variety of reasons, including faculty need to quarantine and students’ early departure from campus. Although the Provost’s office was flexible with faculty who requested temporary modality changes through Nov 25, a formal request process was not yet in place and some communications may have been overlooked. In response, we have refined the process for requesting modality changes for Spring 2021 classes. As a reminder, faculty may not change their course section modality without Provost’s Office approval.

Following discussions with United Academics, we asked the Registrar’s Office to create an online modality change request form. You can find this form [here](https://example.com); the link will also be available on the Faculty Affairs website. Please use this form to submit any request to change course section modality, including due to quarantine, self-isolation, formal requests for disability-related accommodations, and any other reason. Any permanent requests for changes in teaching modality made as part of a formal request for a disability-related accommodation under the Americans with Disabilities Act (ADA) will be coordinated by UVM ADA Coordinator Amber Fulcher; faculty should not provide details about any disabling condition on the modality change request form.

When submitted, the form will also go to the designated Chair and Dean, and to the faculty member. The Provost’s office will communicate with the Chair and Dean following receipt of this form.

Faculty can expect that if the request is temporary for quarantine or self-isolation reasons, the Provost’s office will grant it immediately; other requests will receive a formal response within a week. In all cases where a modality shift is approved, Chairs must confirm with the faculty member their concrete instructional plans for shifting to remote learning, and review the initial communication with students regarding the shift. Chairs will be provided with a template communication to share with faculty for their use in notifying students of an approved change.