



TO: All Faculty

FROM: Jim Vigoreaux, Vice Provost for Faculty Affairs

DATE: January 12, 2022

SUBJECT: Modality Change Request Process for Spring 2022

This updated memo summarizes the existing modality change request process, which remains in place and is required for all requests to change the modality of a course for longer than one instructional day. As a reminder, faculty may not change their course section modality for a period longer than one instructional day without receiving Provost's Office approval.

For modality change requests of one instructional day (i.e. due to travel, illness, or awaiting results of a symptomatic test), faculty should consult with their department chair. If the modality change will last longer than one instructional day, the faculty member should fill out the modality change request form.

The modality change request form is available [here](#), and the link is also available on the Faculty Affairs [website](#). Please use this form to submit any request to change course or section modality, including temporary changes due to mild symptoms, self-isolation after a positive COVID test, and formal requests for disability-related ADA accommodations.\* As always, if you are too ill to teach, you should contact your chair. Any requests to change teaching modality that are 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 seeking ADA accommodations 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 with a copy to the faculty member, as well as the ADA Coordinator if the form is part of an ADA request. The Provost's office will communicate with the Chair and Dean following receipt of this form. Faculty can expect that if the request is related to symptomatic illness or self-isolation after a positive test, the Provost's office will grant it immediately; other requests will receive a formal response within a week. In all cases where a modality change 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. The Provost's Office can provide a template for communication notifying students in a class of an approved change.

Faculty requests to teach from locations outside of Vermont for longer than two weeks will require additional review. Faculty may not receive approval to teach from locations outside of the United States.

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\* Updated COVID guidelines for employees are available [here](#).