

### Guidance for Section-level Changes in Instructional Modality

Building on the information provided in OAA IOCG [20-08](#) and [20-09](#), this memorandum provides the process for the evaluation of requests from faculty for changes in instructional modality at the section-level for Fall 2020. As announced on June 19, 2020, the [Purdue Fort Wayne Campus will be open for in-person classes this fall](#). As such, it is anticipated that a large number of face-to-face classes will need to undergo pedagogical modifications to satisfy instructional demand and appropriate social distancing. However, it is also anticipated that some number of sections that were planned for face-to-face delivery will need to be delivered through digitally facilitated instruction. Changes in modality of this time will only be approved after careful deliberation of multiple factors by faculty, Department Chairs, and Human Resources. When considering such changes, faculty and Department Chairs must follow the sequence of steps described below:

- 1) Faculty member informs chair of desire to shift instructional modality for the Fall 2020 term.
- 2) Department Chair reviews schedule of classes to determine if course swaps among faculty (maintaining currently planned mix of modalities) can satisfy the request. All faculty involved in swaps must agree to the change.
- 3) If appropriate swaps are not available, there are two different accommodation processes (ADA Accommodation and Workplace Accommodation) that the faculty member will follow. The process for each faculty member will begin with the workplace accommodation process. Human Resources will refer, as appropriate, faculty to the ADA accommodation process. Requests for a workplace or ADA accommodation to shift modality must be made prior to end of business on **July 10, 2020**. Requests for workplace accommodations other than modality transitions, including requests from non-faculty will continue to be accepted after this date.
  - a) For the workplace accommodation process, the faculty member and Chair will work in collaboration with Andia Walker in Human Resources. Click this [link](#) to initiate a request for a workplace accommodation.
  - b) The second, less frequently used option, requires the faculty member to file ADA accommodation paperwork with Amy Jagger, Human Resources Benefits Administrator, and this process involves an advanced workplace accommodation due to the medical certification process involved in the approval procedure.
- 4) If Human Resources determines an accommodation is appropriate, the faculty member and Chair work to ensure the faculty member has the capacity and professional development

experience to deliver [high-quality online courses](#). The process then skips to step 4e below. If Human Resources does not approve an accommodation and the faculty member continues to request a change in instructional modality the Department Chair then may:

- a) Review additional modifications that can be made to the face-to-face instructional environment that would address the faculty member's concerns (additional PPE, change in room assignment to allow for greater distancing, teaching assistant, hybrid instruction).
- b) If modifications to face-to-face are not possible, undertake a review of the preparedness of the faculty member to teach online.
- c) Importantly, the Chair is NOT to review the reasons for the request; no questions regarding personal, medical, or family conditions are to be asked.
- d) A decision to undertake a change in modality outside of the Human Resources process is not to be made lightly. The University is committed to offering a mix of modalities of instruction as planned in the Fall 2020 schedule of classes. Therefore, the following must be considered prior to approving a change in modality:
  - i) What limitations might exist that would make online instruction difficult or impossible (e.g. lab, clinical, field-based class)?
  - ii) Have all face-to-face modifications been considered?
  - iii) How would a shift in modality impact the program's curriculum, student progress, and the overall and long-term health of the program?
  - iv) Is the faculty member willing and able to undertake the necessary professional development to be an effective online teacher?
  - v) Does the faculty member understand and accept that the change in modality is only being considered for the Fall 2020 term? Future changes will need to be reviewed based on changing conditions related to COVID-19.
  - vi) If a course is shifted to online and fails to meet appropriate enrollment, as determined by the Chair and Dean, the Chair will assign other work, which could include a load shift to a later semester, to satisfy a 100% FTE workload for the Fall 2020 term.
- e) If an approved transition in modality has been given, either through the Human Resources processes or through subsequent conversations between the Chair and faculty member, the faculty member must complete, and the Chair and Dean must approve, in addition to the standard Form 200, an Instructional Modality Transition Request Form for each section that is shifting from face-to-face to online.

5) A record of all approved transitions in modality must be maintained by the Department and College, and reported to the Office of the VCAA.



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Carl N. Drummond  
Vice Chancellor for Academic Affairs