

Mississippi Valley State University
Office of Human Resources
FACULTY REQUEST TO TEACH REMOTELY – FALL 2020

The purpose of this form is to request to teach all courses remotely due to an underlying health condition identified by the Center for Disease Control as a risk for COVID-19.

Instructions

1. Complete the first page of the request form and discuss your request to teach all your courses remotely with your supervisor. You are not required to divulge the specific nature of your health condition to your supervisor, but you will need to provide medical documentation to the Office of Human Resources.
2. Ask your supervisor to sign the form acknowledging your request. The chair will inform the provost of the faculty's intent to request to teach remotely.
3. Submit the form to Human Resources along with documentation. Human Resources and the Associate Vice President for Academic Affairs will review and approve the request. HR will confirm approval with the Faculty, Chair, and Provost.
4. Deadline to inform supervisor is September 8, 2020.

Employee Information

Faculty Name

Employee University ID#

Faculty Signature

Full-time Part-time

Title

Fall Teaching Schedule

Subject	Course #	Course Title	Credit Hours

Faculty member is required to fully participate in all unit meetings via Zoom or other remote means and meet all contractual obligations (advising, office hours, service, scholarship, etc.) remotely.

Supervisor signatures indicates awareness of the faculty member's intent to submit a request to teach remotely due to an underlying health condition. The faculty member is not required to disclose the nature of the condition to the chair.

Supervisor Signature

Date

Department/Division

