Fall 2020 and Spring 2021 Remote Teaching Assignments FAQ

Below are definitions and frequently asked questions to assist department chairs in understanding remote working arrangements and making teaching assignment during the COVID-19 health crisis.

Definitions:

**Online course:** A course that has been approved by CLEAR for online delivery and meets UNT’s quality standards for an online course.

**Remote course:** A course planned for on-site instruction, but has been moved to a 100% online delivery mode during the COVID-19 health crisis. Remote courses have not been reviewed or approved by CLEAR as meeting UNT’s quality standards of an online course.

**Remote teaching:** Delivering instruction for one or more class sections in a fully online or distance format.

**Remote working:** Conducting non-teaching job responsibilities from home or an alternate location with supervisor approval.

**Is there an approval process for faculty to teach remotely for fall 2020 or spring 2021?**

No. If the department has assigned remote or online course sections to a faculty member resulting in a fully remote teaching assignment, there is no additional approval required. Faculty with remote teaching assignments are still obligated to uphold their faculty workload responsibilities including service and, if applicable, research. Non teaching responsibilities may be done remotely or on a UNT campus as appropriate given the job duties.

**Does the department need to notify HR of faculty teaching remotely?**

Yes. During the COVID-19 crisis, Human Resources requires a list of faculty approved to teach and work remotely. Each college should send a list of faculty names, employee IDs, and department to Academic.Resources@unt.edu.

**If faculty request a fully remote teaching assignment for fall 2020 or spring 2021, is the department obligated to fulfill the request?**

The department can accommodate faculty requests for a remote teaching assignment with available remote and online class sections. However, the department is not obligated to fulfill the request. Information on how faculty can request an accommodation due to a disability under the Americans with Disabilities Act (ADA) or a job modification due to being at high risk for COVID-19 as defined by the CDC can be found at https://www.untsystem.edu/hr-faq-covid-19#toc-7. Human Resources will facilitate the request with the faculty member and supervisor to determine appropriate accommodations, temporary work modifications or leave options.
If faculty are assigned a fully online/remote teaching schedule, can they be asked to come to campus during the semester to perform non-teaching job responsibilities?

Yes. Faculty teaching a fully online/remote teaching schedule may still be required to conduct other job duties on campus such as research, office hours, attend meetings, or university service. Faculty with an HR-approved accommodation or job modification to teach and work entirely off campus during fall semester should not be asked to come to campus, so long as essential job functions can be performed remotely.

If faculty are assigned a fully online/remote teaching schedule, are they exempt from the service and/or research aspects of their position.

No. Faculty with remote teaching assignments are still obligated to uphold their faculty workload responsibilities. All faculty will continue to be evaluated and expected to meet all teaching, service and research requirements of their position.

If faculty have been approved by HR to have an accommodation for a fully remote teaching and working schedule for fall 2020 or spring 2021, must the department assign all online or remote classes to that faculty?

Human Resources will facilitate requests for accommodation or job modifications with the faculty member and their supervisor to determine appropriate accommodations, temporary work modifications or leave options.

If faculty have a fully remote schedule for the fall or spring semester can they teach and work from outside of the DFW region?

Generally no. Prior approval to work more than 50 miles from the region is required if the faculty member will be away for more than 3 days. Faculty must submit a request for Faculty Flexible Work Arrangements and obtain proper approvals. In addition, due to federal tax and labor laws working outside of the United States may not be possible and will require VPAA approval.

Who has final approval of the Flexible Work Arrangement Form?

Generally the Dean will have final approval of the Flexible Work Arrangement Form. Requests for remote work arrangements outside of the United States require VP level approval. Please submit the work arrangement form to Academic.Resources@unt.edu for approval processing. Salaried Graduate Students are not eligible for remote work assignments outside of the country.

Who should be completing the Flexible Work Arrangement Form?

Faculty, adjuncts, and salaried graduate students who are requesting approval to work 100% remotely from more than 50 miles outside of the DFW region should complete the flexible work arrangement form. Requests for a partially remote work arrangement or requests for work modifications should not utilize this form. Faculty approved to work 100% remote from within the DFW region may be submitted in one list from the department or college to Academic/Resources@unt.edu. Please include name, ID number and department.