



Office of the Provost

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www.uwp.edu Keyword: Provost

Dear Faculty and Full Time Teaching Academic Staff,

As we finalize plans for our fall classes we need to make decisions soon about what we might be able to offer in a face-to-face format and what we will need to move to an online or remote format.

Peggy James and I are leading a group that is exploring options for face-to-face instruction and at this time we would like each of you to provide brief answers to two questions.

1. Consider the courses you are scheduled to teach in the fall. Which of them do you believe simply cannot be delivered effectively in an online or remote format? I will forward responses to this question to chairs and deans as I receive them to help them in their decision making.

2. Do you believe there are documentable reasons based on your own health, or concerns about those you care for or with whom you live or that will affect your ability to teach face-to-face classes in the fall? Please do not supply details in your response to this message. A simple “no I will not be able to teach face-to-face classes in the fall” will suffice. We will be providing additional information about how to seek accommodations through HR in the near future. We realize that for some of you the answer to this question may be more nuanced and depend on the specific conditions of the face-to-face classes such as class size, etc. We are still setting the parameters we will follow for face-to-face instruction, and unfortunately aren’t in a position to provide those details. At this time we are asking only for the definite “no face-to-face teaching” situations. All recipients of this message are in the BCC line, so I will be the only one receiving your responses. If you prefer to forward this information to your department chair or dean rather than reply to this message, please do so. If you would prefer to work directly with HR and not respond to this inquiry, that is fine as well. We just ask that you do that as soon as possible so that your deans and department chairs have time to make plans for the fall.

Department Chairs and Program Directors. If faculty and teaching staff send this information to you, please forward it as soon as possible to your dean.

Thanks,

Gary

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