

POLICY FOR FACULTY EXCEPTIONS FROM FALL QUARTER IN-PERSON TEACHING

Ref (a): NPS President Rondeau all hands email of 13 September, 2021

1. In accordance with ref.(a), the NPS fall quarter will be a **“transition quarter”** at NPS where we bring as many faculty to campus as possible while making exceptions to in-person teaching as appropriate in individual cases. After this transition quarter, our goal is to return to fully in-person instruction in the winter quarter. To that end, the expectation for fall quarter is that, in accordance with the specific mitigations below, every NPS faculty will return to in-person classes unless granted an exception to policy based on individual circumstances. The default will be in-person classes, with exceptions made on a case-by-case basis in accordance with the process below.
2. Mitigations in place to create a safe environment and to prevent the spread of COVID will include the following:
 - a. Only vaccinated individuals (both faculty and students) will be allowed in the classroom. Those who are not *fully* vaccinated (i.e. 14 days past their final shot in the series) will be required to participate in classes via DL.
 - b. Faculty will be exempt from wearing masks to allow clear communication. All students will be required to wear masks in the classroom unless a waiver is granted by appropriate authority, or HPCON changes.
 - c. Only classrooms that have sufficient ventilation for the intended class size will be used.
 - d. Large classes (size to be determined) will be held in large auditoria.
 - e. Some classes may be taught exclusively via distance learning (DL) due to exceptional circumstances (e.g. no classroom available that meets mitigation requirements)
 - f. A risk assessment conducted by the NPS Occupational Safety, Health and Environmental Department has determined that the implementation of the mitigations above will result in a low risk of COVID transmission.
3. All faculty are expected to make the personal and family arrangements necessary (childcare, transportation, schedule, etc.) to attend classes in person. However, recognizing that the implementation of new childcare arrangements may extend beyond the beginning of the quarter, the exception policy will allow flexibility in those circumstances. Note that this exception process is separate and distinct from the processes for approval of waivers from the DoD requirement to become vaccinated against COVID.
4. Faculty who are not vaccinated at the beginning of fall quarter shall conduct classes via DL until immunized (one is immunized 14 days following administration of the final

dose of a vaccine). These faculty also shall submit requests for exception to the requirement for in-person classes, including an explanation of when they expect to become fully vaccinated (or stating that a medical/religious exemption request has been submitted). Once a faculty is fully immunized, they shall attend classes in person absent a separate, approved, in-person learning exception.

5. In the case of faculty, exceptions to teach classes in person due to an exceptional circumstance will be reviewed via the process outlined below.
6. Unexpected COVID-related challenges (e.g., childcare closures due to outbreak, sick child in the family, etc.) should be communicated directly to Ms. Julie Hanley, the Executive Assistant to the Provost. No exception will be required to arrange alternate learning arrangements in these instances. Faculty will be responsible for coordinating with ITACS and students to make the appropriate arrangements
7. Both the NPS policy for in-person classes and the policy for faculty exceptions will be continuously reviewed and modified as necessary based upon the COVID transmission situation both on campus and in the broader Monterey area.

INSTRUCTIONS FOR REQUESTING EXCEPTION TO IN-PERSON TEACHING

These instructions apply to requests for exception to the Naval Postgraduate School's in-person teaching policy.

Note: Unless indicated under Additional Comments that the approval applies for a longer duration, a request for exception and corresponding approval or denial applies only to the pending quarter. Any request for exception for additional quarters or periods of time must be made via separate and additional requests for exception.

The following process should be used in seeking an exception to the policy.

1. Any faculty member seeking an exception to the in-person teaching requirement should inform his/her direct supervisor and the supervisor shall provide to the requestor a copy of the NPS form *Request for Exception to In-Person Teaching*.
2. The requestor shall complete Part I of the *Request for Exception to In-Person Teaching* form. The requestor should provide an explanation of all bases for the request, an explanation of any items short of remote teaching that would fulfill his/her needs, and copies of any documentation that supports the request. The requestor shall sign and date the form.
3. The requestor's supervisor shall complete Part II of the *Request for Exception to In-Person Teaching* form. The supervisor shall sign and date the form.
4. Upon completion of the form by the requestor and the supervisor, the supervisor shall transmit the form to Ms. Julie Hanley, the Executive Assistant to the Provost. The form and all attached documentation will be maintained by the Provost's Office in a separate file protective of personally identifiable information under the Privacy Act.
5. Upon receipt, the Executive Assistant to the Provost will provide a copy of the completed form and all attached documentation to the following individuals to review and advise the exception authority: (a) Ms. Jennifer Amorin, Director of HR; (b) Ms. Michelle Hirth, Associate Counsel, NPS OGC; and (c) Professor Jomana Amara, Associate Provost for Faculty Affairs.
6. Each request for exception will be considered on a case-by-case basis.
7. Faculty Affairs will inform ITACS if a faculty member is exempted from in person teaching. Faculty will be responsible for coordinating with ITACS and students to make the appropriate arrangements

**REQUEST FOR EXCEPTION TO
IN-PERSON TEACHING**

PART I. To be completed by individual requesting Exception. This request should be accompanied by any documentation/information that may be helpful and/or relevant to this request.

Name: Department:

First-line supervisor:

Quarter for which request is being made:

Course(s) scheduled to teach during quarter:

Explanation of basis upon which this exception is being requested. **NOTE:** Explanations should be sufficiently detailed to justify why you cannot meet the in-person teaching requirement and what requested remediation you are seeking (describe all possible remediation that would meet your needs). If there is more than one basis, each basis should be described with specificity below.

PART II: To be completed by First-Line Supervisor:

What course(s) is the employee scheduled to teach during the quarter for which the exception is requested?

In what classroom is the course(s) expected to be taught?

What is the size of the classroom in which the employee is expected to teach and what is the occupancy allowance of that classroom?

How many students are enrolled in the course(s) the employee is expected to teach?

Will the enrollment and expected in-person attendance for the class(es) the employee is expected to teach allow for social distancing?

Unless expressly indicated below, this request is only valid for the quarter for which it is approved. If the need for an exception continues beyond that quarter, a new request should be timely submitted for consideration.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

INTERNAL REVIEW:

HRO: _____ HR Comments: _____
Jennifer Amorin
Director

OGC: _____ OGC Comments: _____
Michelle Hirth
Associate Counsel

Faculty Affairs: _____ FA Comments: _____
Jomana Amara
Associate Provost

DECISION: APPROVAL DISAPPROVAL

Additional Comments:

Deciding Official Signature

Date

Name & Title of Deciding Official