



HR LIAISON NETWORK NEWS

July 21, 2020 | **SPECIAL NETWORK NEWS MESSAGE**

Please share the following information with your departmental leadership as appropriate.

Processing Faculty Requests for Teaching Modifications

As you may be aware, HROE has been collaborating with the Office of the Dean of Faculties to assess the availability of faculty for face-to-face teaching in the fall. As part of this effort, our Employee Relations department has processed hundreds of faculty requests for an additional modification of remote teaching, applying the CDC guidelines to various scenarios presented by individual faculty members.

In an attempt to balance faculty requests with the needs of the University, certain requests were deemed appropriate to have the additional modification of remote teaching for the Fall semester. A report of all faculty requests for each particular college was sent to the respective Dean. The report indicated whether the request for remote teaching was approved or not recommended. If other modifications besides remote teaching were requested, this information was included in the report. Deans were asked to further disseminate the report to the appropriate Department Heads to make appropriate changes in the course schedule.

In the event a faculty's request was not recommended and the faculty member is seeking to have their request reconsidered, the faculty member may contact Employee Relations at Employee-Relations@tamu.edu for re-evaluation of their request. Once the information provided is re-evaluated, the Dean of Faculties will be informed of any changes in the recommendations which will be forwarded to Deans and/or Department Heads for their review and action.

If a faculty member did not submit a [DOF form](#) requesting a temporary workplace modification, they may still do so. Online forms will continue to be processed by Employee Relations and sent to the Dean of Faculties for further processing. This process will remain in place until the Office of the Dean of Faculties deems appropriate.

GAT & GAL Requests for Teaching Modifications

HROE is collaborating with the Office of Graduate and Professional Studies (OGAPS) to assess the availability of GATs and GALs for face-to-face teaching in the fall using a similar process as was implemented for faculty. OGAPS will be communicating the process to GATs and GALs in the near future. As additional information becomes available, we will update the HR Liaisons regarding their role, if any, in processing these requests.

It is important to emphasize that the above mentioned process will **only apply to teaching modifications for GATs and GALs**. GATs and GALs who are instructed to return to work on campus and have concerns about doing so as a result of a medical condition that places them in a higher risk group or those who are caring for someone in a higher risk group should consult with their manager and/or HR Liaison to discuss options (ex. AWL, ADA, EPSL, EFMLA) based on their specific circumstances.

Alternate Work Location (AWL) Requests

In accordance with [System Regulation 33.06.01](#), department heads may continue to approve [short-term requests for remote work](#) for employees whose work does not have to be performed on campus (otherwise known as Alternate Work Location Requests or AWL). If an employee or unit anticipates the AWL will remain in place **beyond the fall semester**, a long term request must be submitted through the [formal request process](#).

AWL requests are subject to supervisor approval and based on appropriate job tasks that can effectively be performed remotely. Questions regarding AWL requests may be referred to Employee-Relations@tamu.edu.



Division of Human Resources
& Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.3191 | 979.845.4141

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for [new hires](#) to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liaisons

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