CONFIDENTIAL

**THE PENNSYLVANIA STATE UNIVERSITY**

**Office of the Vice Provost for Faculty Affairs**

**201 Old Main**

**University Park, PA 16802**

**Faculty Work Adjustment Request Form**

**Spring 2022**

The purpose of this form is to assist the University in determining whether, or to what extent, faculty work assignments can be adjusted given the University’s plans to return to a full on-campus learning environment for Spring 2022. This form will be filed separately from the employee's personnel file and treated confidentially. Instructors with an approved fall 2021 work adjustment should complete the [work adjustment extension form](https://forms.office.com/r/EH4YjD44bp) instead of this form.

To be completed by faculty member requesting adjustment and sent to unit HRSP by **October 29, 2021**.

|  |  |
| --- | --- |
| College/Campus: | Department/Unit: |

|  |  |
| --- | --- |
| Request Date: | |
| Employee: | |
| Phone: | Email: |
| Job Title: | |
| Academic Unit Head (department head/school director/division head/director of academic affairs): | |
| Human Resources  Strategic Partner: | |

**Faculty Work Adjustment Request Form**

Please answer the following questions to assist us in understanding the basis and nature of your request for a work adjustment for Spring 2022. The review team reserves the right to request documentation of health information provided below.

Criteria:

For the spring 2022 semester, requests will be approved if the applicant meets one or more of the following criteria:

1. Faculty member or immediate household member is immunocompromised;
2. Faculty member or immediate household member cannot be vaccinated because of a medical condition (excludes children too young to be vaccinated) and the faculty member has been granted a medical exemption from any applicable vaccine requirement;
3. Faculty member has a child age 24 months or younger;
4. Faculty member has a child age 2-11 who has a condition that puts them at high risk for severe illness or complications from COVID.

Generally, requests where the faculty member or household member is vaccinated AND where being vaccinated significantly reduces the faculty member’s, or a household member’s, risk of getting COVID or becoming seriously ill from COVID will not be approved.

**A.** Using the criteria above, please briefly describe the health-related reason(s) related to you or members of your household why you are unable to teach or perform other duties in person during the spring 2022 semester:

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**B**. Faculty members who receive a work adjustment must teach all of their courses via remote synchronous or remote asynchronous modes. Hybrid modes (mix of remote/in-person) and teaching some courses in person and others remotely is not permitted. It is expected that those with a work adjustment will not come to campus for meetings, events, or to conduct research, and that they will not travel on behalf of the University. If you plan to participate in any of these activities, you must first make a request to your unit executive. Indicate the ways in which you propose to perform your full job duties remotely:

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