

Overview: Remote Work Policies for Faculty

Remote Work Justifications and Processes

Guidance on designing positions to be fully remote:

- Presently, the Provost's office discourages crafting tenured/tenure-track positions as remote. The nature of the tenured/tenure-track position at TTU is such that major components of the position would be difficult to execute virtually. This stated, there may be exceptional needs or situations that would warrant further discussion. Any academic unit considering a fully remote tenured or tenure-acquiring position is asked to please bring that case to the Provost, via [Genevieve Durham DeCesaro](#), for review and approval before the position is posted.
- Non-tenure-acquiring positions may be written as remote positions if the nature of the position justifies a remote appointment. An example might be a Lecturer position with 100% of effort allocated to teaching courses that are always delivered virtually. A unit may choose to advertise this as a remote position in order to attract a diverse and highly qualified candidate pool. Academic units interested in advertising for full-time Lecturers, Professors of Practice, Research Professors, or Visiting Professors to work remotely should, prior to writing the position description, visit with the Provost's office via [Genevieve Durham DeCesaro](#).

Guidance on designing positions with duty points that are not on main campus:

- The Provost's office will introduce a new paragraph in the initial faculty offer letter describing the faculty member's duty point. Remote Work Agreements would only be necessary for faculty members who, after being hired, request a change to their assigned duty point or are hired into fully remote positions.
- For tenured and tenure-acquiring positions, it is expected that the duty point would be from among the following:
 - TTU's Main Campus in Lubbock;
 - TTU's School of Veterinary Medicine in Amarillo;
 - TTU Costa Rica
 - One of TTU's Regional Sites: El Paso, Fredricksburg, Highland Lakes, Hill College, Junction, Rockwall, Waco, Austin College
- For non-tenure-acquiring positions, it is expected that the duty point would be from among the following:
 - TTU's Main Campus in Lubbock;
 - TTU's School of Veterinary Medicine in Amarillo;
 - TTU Costa Rica
 - One of TTU's Regional Sites: El Paso, Fredricksburg, Highland Lakes, Hill College, Junction, Rockwall, Waco, Austin College
 - Field or research site
 - Fully remote



Guidance on Remote Work requests and agreements:

- Temporary (usually one-two semesters) remote work agreements for tenured/tenure-track faculty would generally be approved for faculty in the following situations:
 - **A request to work remotely is health-related:** these kinds of remote work agreements are generally temporary in nature and are initiated as ADA requests, routing first to HR and then to the department prior to being reviewed by the college and Provost's office. Here is the guidance shared with faculty about requesting to work remotely because of a health condition:

*Faculty members who have a physical or mental health impairment that substantially limits one or more major life activities, **such as accessing the workplace due to a health-related vulnerability of contracting COVID-19**, may make a request for accommodation through the [TTU's ADA process](#). Faculty members who have questions regarding ADA accommodations should contact [Human Resources Talent Management](#).*

Faculty or staff members who need a health- or disability-related accommodation should make the request known to their immediate supervisor. That notification can happen before or after the faculty or staff member submits the request through the ADA process. Upon receiving a request for accommodation from a faculty or staff member, Human Resources will:

 - Review and discuss the request with the employee;
 - Discuss the request with the supervisor;
 - Verify the disability which may require documentation from a treating healthcare provider or medical certification;
 - Review the essential functions of the job;
 - Facilitate discussion between the employee and the supervisor regarding possible accommodations; and
 - Consult with the Office of the Provost, as warranted, regarding faculty accommodations.
 - **A request to work remotely results from a 'qualifying life event,'** including serving as primary caregiver to another individual. Faculty member in these situations should review and pursue either a request for [Modified Instructional Duties](#) or [Caregiver Support Resources](#).
 - **A request to work remotely results from a scholarly or creative opportunity** that will benefit the faculty member and the unit. For opportunities/awards that are not among those qualified as "prestigious/targeted" and thus do not generate a Faculty Development Leave, remote work could be a mechanism for the faculty member to pursue the award or opportunity while continuing to contribute to the unit.
- Chairs, Directors, and Area Coordinators are encouraged to work with faculty members who request remote work agreements for the reasons detailed above and provided that such requests are made with enough advance notice to consider teaching (and other) assignment changes. In the case that a faculty member's work cannot be done remotely or if a request is made too late to make changes to assignments, academic units are asked to visit with Vice Provost for Faculty Success [Genevieve Durham DeCesaro](#) about possible solutions.