PantherSoft
Temporary Remote Request

FACULTY GUIDE

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Overview

In order to support additional request for Temporary Remote Teaching, there is a new request process available in the PantherSoft Faculty Center.

When you select Temporary Remote Teaching you will see three tiles.

Request Remote Teaching - Allows you to submit a request.
My Requests - Allows you to see what remote teach request you have submitted and the status.
Approver’s Worklist - If you are a Chair, Department Level Approver or Dean, you would have access to all requests pending for your review/approval.
Request Remote Teaching

To request to teach one of your in person or hybrid courses remotely, complete the Request Remote Teaching form in PantherSoft.

Click on the Request Remote Teaching tile to get started.

Step 1: Select Class
Select the checkbox next to the class you would like to request to go remote. Click on Justification. Repeat this process for as many of your classes that you would like considered.

For Covid-19 related risk factors, please select the first radio button. You will not need to provide any additional reasoning or information in this form. If a faculty member (or someone in their care) has a COVID related risk factor(s), the request will not be denied per the FIU-UFF MOU.
For teaching related reasons associated with physical distancing requirements in the class, please select the second radio button. Please include any reasoning of how a remote course would be a better learning experience for your students.

Please note: There is no need to include any medical information in this form. The text box is for providing teaching related information and is not a request for information about Covid-19 related risk factors. Also, providing information about teaching related experiences is optional but may inform your chair's decision.

Once you complete the justification, click Apply in the top right.
Step 2: Complete Attestation

Read the Remote Teaching document. This document includes the Remote Teaching & Canvas Expectations that applies to all remote courses for Fall 2020. Click the button on the top of the page to confirm that you have read and understand the expectations.

Step 3: Review Classes

Review the class(es) requested and click the Submit button.

Confirm your submission by selecting Yes.

You have completed the Temporary Remote Teaching request.
My Requests

The My Requests tile allows you to review your Temporary Remote Teach Requests to check on the status of the request. Once you select the My Requests tile, search for your specific request by selecting the Search button without entering any text to view all pending requests.

Once you perform a search you will see what request have been submitted per course, including the status and date of submission.

Once you select the Request ID, you can see the details of the request. You can also see the status of the request and where the request is in the approval and review process.
If a faculty member (or someone in their care) has a COVID related risk factor(s), the request will not be denied per the FIU-UFF MOU.

The ATRT Approval and Review process is illustrated in the image above.

- The request is first sent to your Department.
- Then sent to your Dean’s office.
- Once reviewed by Department and Dean/designee then the request is directed to the Office of Faculty Leadership and Success for review and coordination with Academic and Career Success and the Office of Classroom Management. They will work together to process the request and will notify the department.
- Once the request is completed, you will receive an email notification.