

Dr. Mark Giesbrecht  
Dean, Faculty of Mathematics  
University of Waterloo  
Email: [deanmath@uwaterloo.ca](mailto:deanmath@uwaterloo.ca)

June 30, 2023

Re: Accommodations for Professor Richard Mann

Dear Professor Mann,

This is with respect to accommodations to meet your medical needs in anticipation of your return to full-time employment on July 25, 2023. As described by Chelsey Heystee in her email of June 26, 2023 the University of Waterloo establishes a return-to-work plan and ongoing accommodation needs prior to the return to work of any employee.

This letter provides an update to the Accommodation Plan effective July 25, 2023. The revised plan includes all of the ongoing accommodations from your existing 2022 Accommodation Plan as well as revised dates and details related to the one-time accommodations that are designed to facilitate your transition to full-time employment. This information is based on medical documentation received by Occupational Health on June 21, 2023.

That letter indicates the following restrictions and limitations arising from your medical condition, which impact your ability to perform regular duties, listed verbatim as follows:

1. Condition exacerbated by external stressors.
2. Professor Mann may require further work accommodations to avoid certain interactions with colleagues, which he may perceive as bullying, as such interactions may exacerbate his condition.
3. Professor Mann has considerable difficulty managing interactions with others that involve conflict/confrontation, which exacerbates his existing mental health difficulties.
4. Difficulty maintaining healthy workplace relationships.
5. Professor Mann's workplace stress stems from ongoing challenges that he has faced with his employer over the last 12 years. Navigating his return to work has caused him to feel a high level of anxiety, particularly around surrounding imposed deadlines.
6. Cognitive limitations can be restricted in communication and thinking abilities.
7. Reduced energy/pace.
8. Functions better in settings that are more solitary or small groups than interacting with a wide variety of people.

9. Fatigue may affect teaching/research productivity and output.
10. Will require advanced notice of change in teaching assignments, particularly when courses are new.
11. Will require extra time to prepare for new courses.

The Faculty of Mathematics is committed to providing accommodations that will remove barriers so that you are able to perform all the essential duties and responsibilities associated with your position. To that end, the Faculty has considered your reported medical restrictions and will put in place the following accommodations. These accommodations are based on your most recent medical restrictions and limitations (as presented in the Occupational Health letter) and the current operational requirements of the Faculty/School, and will therefore supersede and replace any previous accommodations.

The following accommodations have also been reviewed and approved by Karen Parkinson (UW Occupational Health), who indicates that these have addressed all your requirements fairly and are reasonable accommodation solutions.

1. The Faculty will provide Professor Mann with additional administrative assistance which may include, but is not limited to, reviewing graduate applications, online grade submission, and grant applications. This support may be available either through the School, or through the Dean's Office (for example, assistance with writing grant applications).
2. The School will assign teaching in a manner that allows additional planning and preparation time, and acknowledges restrictions related to reduced energy and fatigue. While Professor Mann's teaching load will be 4 courses per year, as is standard in the School of Computer Science, he will receive the following accommodations
  - a. The School will grant a one-course teaching reduction if Professor Mann is supervising at least two graduate students.
  - b. Teaching will be assigned two terms out of three per year, in accordance with Policy 76.
  - c. The School will not assign two different courses in the same term.
  - d. Assigned teaching sections will be limited to small and medium courses, with maximum enrollment of 100.
  - e. Professor Mann will not be assigned first year classes unless he requests them.
  - f. The School will provide teaching assignment information at least 8 months in advance.
  - g. The standard in the School of CS is that faculty can teach a graduate level course two out of every three years. To accommodate Professor Mann, we will allow that a 400-level project course of his design be taught in lieu of a graduate course if he so chooses.

- h. Course assignments will be for courses which Professor Mann has previously taught, where feasible.
- 3. Service tasks are assigned by the School of CS. Recognizing Professor Mann's need to avoid difficult interactions and that he functions better in solitary/small group settings, he will be provided the opportunity to perform services duties solitarily or in small groups.
- 4. The Faculty will work with Professor Mann to develop a process to provide regular, meaningful feedback in all areas of his performance. This process will address not only the content of feedback, but also the manner in which the communication takes place (in person, email, etc.). Professor Mann may choose to have another faculty member or FAUW representative participate in his performance evaluation process to provide support.

The recently revised Faculty Annual Performance Guidelines address some of the restrictions associated with Professor Mann's medical condition. Specific examples that are now addressed include:

- a. The Annual Performance Reviews are conducted by a School Performance Review Committee. The use of a Committee may help to alleviate potential perceived conflict with the School Director.
- b. With respect to evaluation of Scholarship, the originality, quality and impact of scholarly work is considered in addition to quantity of publications. The level of grant support is not in itself used as a measure of scholarly achievement. Professor Mann will not be expected to publish more than 1 or 2 peer reviewed papers per year. He will not be penalized or negatively impacted by this reduced publication quantity in his Research evaluation; assessment will reflect the quality of publication, impact of results, and publication venue consistent as per the School-wide standards.
- c. With respect to the evaluation of Teaching, many factors are considered, including: graduate supervision; professional development activities related to teaching; peer reviews; student course perception surveys. Professor Mann has previously expressed concern about the use of Student Course Perception Surveys as part of his teaching evaluation. Although quantitative data associated with these surveys will be available to the Performance Review Committee, there are many other factors that are considered to balance the evaluation, including the opportunity for the instructor to provide commentary on the survey results.
- d. With respect to the assignment and evaluation of Service it is recognized that selective internal service tasks will be offered to Professor Mann, as noted in paragraph 3 above. He will not be penalized or negatively impacted by this altered service requirement in his evaluation.

All the above accommodations will be reviewed on a biannual basis starting in May 2025, based on changing operational requirements within the Faculty/School and/or changing medical restrictions, if any.

As a transition from the accommodations in Professor Mann's previous accommodation agreement (2011) to these new accommodations, the Faculty has put the following temporary measures in place:

1. Professor Mann will be assigned to teach two sections of CS251 in Fall 2023.
2. Professor Mann's teaching load for the fiscal year from May 2023 – April 2024 will be reduced by two courses; that is, his teaching obligation for the current fiscal year will be completely satisfied by fulfilling the teaching assignments described above. This is a one-time teaching load reduction that applies only to 2023/2024 fiscal year, addressing his time on leave in 2023 and ramp-up of graduate student supervision.
3. For the May 2024 – April 2025 fiscal year Professor Mann will receive a one course reduction for supervision so long as he is supervising at least one graduate student starting during that period. From May 2025 onward he is expected to supervise at least two students to receive the teaching reduction for supervision.
4. For the remainder of Fiscal Year 2023/2024, and for Fiscal Year 2024/2025, Professor Mann will be provided by the Faculty with funds sufficient to support up to two graduate students, in the event that he is unable to secure grant funding. This is intended as a transitional measure to enable Prof. Mann to take on graduate students; the ongoing intention is to support Professor Mann in writing successful grant applications to secure his own funding.
5. For the Annual Faculty Salary Increase process taking effect on May 1, 2023 Professor Mann has been assigned an overall Performance Rating of 1.40, which is consistent with the 2011 accommodation agreement. This was a one-time assignment of a Performance Rating, without it being determined via the Annual Performance Review process.

Yours truly,



Mark Giesbrecht

Dear, Faculty of Mathematics  
Professor, David R. Cheriton School of Computer Science