

Confidential Individual Workplace Accommodation Plan

General Information:

Employee Information			
Last Name:	Mann	First name:	Richard
Department:	Cheriton School of Computer Science		
Title:	Faculty Member		
Manager Information			
Last Name:	Giesbrecht	First Name:	Mark
Department:	Dean of Mathematics		
Title:	Dean		
Accommodation Information			
Start Date:	November 21, 2022	End Date:	N/A
		Next Plan Review:	May 1, 2024 (and annually thereafter)

Accommodation:

Medically Supported Restriction
Condition exacerbated by external stressors.
Avoid certain interactions with colleagues, which he may perceive as bullying, as such interactions may exacerbate his condition.
Difficulty managing interactions with others that involve conflict/confrontation, which exacerbate his existing mental health difficulties.
Difficulty maintaining healthy workplace relationships.
High level of anxiety, particularly around surrounding imposed deadlines.
Cognitive limitations can be restricted in communication and thinking abilities.
Reduced energy/pace.
Functions better in settings that are more solitary or small groups than interacting with a wide variety of people.
Fatigue may affect teaching/research productivity and output.
Will require advanced notice of change in teaching assignments, particularly when courses are new.
Will require extra time to prepare for new courses.

Accommodation Plan
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).

a) is standard for all Faculty members,
therefore does not need to be listed in accommodation agreement

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. This is identified as a reduction from the standard requirement in the School of CS for such a reduction of three 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

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.

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 above. He will not be penalized or negatively impacted by this altered service requirement in his evaluation.

b) Faculty policy does not mention this, is this a new School policy? If so, when was it invoked?

Transitional - Accommodation Plan

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

Professor Mann will be assigned to teach one section of CS251 in Winter 2023.

Professor Mann's teaching load for the fiscal year from May 2022 – April 2023 will be reduced to one remaining course; that is, his teaching obligation for the current fiscal year will be completely satisfied by teaching one section of CS251 in Winter 2023. This is a one-time teaching load reduction that applies only to 2022/2023 fiscal year.

(1)

<p>For the May 2023 – April 2024 fiscal year Professor Mann will receive a one course reduction for supervision so long as he makes a tangible attempt to recruit graduate students, including multiple offers to qualified candidates through the CS graduate application system. <u>As a transition, in the 2023-2024 fiscal year, should he not be successful in recruiting one graduate student (Masters or PhD) he can supervise 3 or more one-term undergraduate research assistants in lieu of graduate student supervision.</u> This is a one-time accommodation that applies only to 2023/2024; the ongoing expectation is that Professor Mann will supervise two graduate students.</p>
<p>Assuming that Professor Mann is eligible to receive a one-course reduction for supervision (as described above), his teaching assignment for the May 2023- April 2024 will be as follows:</p> <ul style="list-style-type: none">• Spring 2023: non-teaching term• Fall 2023: two sections of CS251• Winter 2024: one section of CS251
<p>For the remainder of Fiscal Year 2022/2023, and for Fiscal Year 2023/2024, Professor Mann will be provided by the Faculty with funds sufficient to support up to two graduate students, or an equivalent amount for URAs, 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.</p>
<p>For the Annual Faculty Salary Increase process taking effect on May 1, 2023 Professor Mann will be assigned an overall Performance Rating of 1.40, which is consistent with the 2011 accommodation agreement. This is a one-time assignment of a Performance Rating, without it being determined via the Annual Performance Review process.</p>
<p>Professor Mann may choose to apply for a Temporary Reduction in Workload. As per Policy 76, Faculty members who desire a temporary reduction in workload should apply for this partial leave of absence; see Policy 3. A reduced load to retirement is also an option and is a special fractional-load appointment with respect to participation in UW pension and benefits plans; see Policy 59.</p> <p>A fractional-load appointment (described in Policy 76) would carry a proportionally reduced teaching expectation, graduate supervision, research and service requirements consistent with other members of the Faculty on fractional loads. For example, a 0.66FTE would carry an annual teaching load of 2 courses assuming that (proportionally reduced) graduate supervision was still taking place. The Faculty would consider such an application favourably if it is made at a time of year suitable to facilitate planning, i.e. prior to June 2023.</p>

Resources:

Name	Title	Email	Phone
Karen Parkinson	Occupational Health Nurse	kparkinson@uwaterloo.ca	X40538
Cassie Hunter	Occupational Health Nurse	c6hunter@uwaterloo.ca	X40551
Nellie Gomes	Disability Advisor	ngomes@uwaterloo.ca	X42926
Chelsey Heystee	Human Resources Partner	cheystee@uwaterloo.ca	X40781

Related documents: (check all that apply)

- Individual Workplace Emergency Response Plan
- Accessible Format of the Individual Accommodation Plan

(1) This is suggested as a transition, I suggest this as a permanent solution. That is, I be allowed to substitute undergraduate mentoring and research in place of graduate teaching. I don't understand why you propose this as only a transitory measure?

At no point is the strict requirement for graduate supervision required. Regular Full time faculty members are allowed undergraduate teaching in lieu of graduate supervision, I would like this option too, not the restricted option graduate students only you are proposing.

I do not agree to the terms of this contact, therefore I propose to meet teaching assignments to the best of my ability and return to renegotiate Year 2023/2024 during the 2022/2023 year. I am signing it as I do not agree and will be suggesting changes noted above.

Return to Work Further I document here psychological distress that was caused by Provost's threats of "cessation of pay"

Other (specify): I documented many other concerns in consented audio recording in our meeting of Monday Nov 14, 10:00--, with FAUW Roydon Fraser, HR Chelseyee Heystee, and Dean Giesbrecht present. A transcript of the recording will be made available to my psychologist or others related to my medical care.

Notes:

Signatures Finally I reserve the right to disclose this "confidential" report to the public at any time.

*Employee signature is not an implication of agreement with the above plan, but is an acknowledgement of receipt and revision.

Employee's Signature* Richard Mann	Print Name Richard Mann	Date Nov 18 2022
Manager's Signature 	Print Name Mark Giesbrecht	Date November 17, 2022

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