



**Office of the Provost**

University of Maryland, Baltimore County  
Administration Building, Room Number 1002  
1000 Hilltop Circle, Baltimore, MD 21250

PHONE: 410.455.2333

FAX: 410.455.1107

provost.umbc.edu

DATE: December 1, 2020

TO: UMBC Instructional Faculty

FROM: Antonio Moreira, Ph.D. *Antonio Moreira*  
Vice Provost for Academic Affairs

Sarah Shin, Ph.D. *Sarah Shin*  
Associate Provost for Academic Affairs

SUBJECT: Request for Spring 2021 Campus Access by Instructional Faculty to Teach Their Spring Courses from Their Offices or to Prepare Course Materials

Dear Instructional Faculty,

We have received requests from UMBC faculty to authorize access to their campus office during the Spring 2021 semester to teach Spring classes or to prepare course materials. Such visits require more than a short stay on campus to pick up lecture materials from one's office. We have also heard from faculty who are interested in teaching their online course(s) from their campus office during the Spring semester due to personal circumstances.

If you need to access the campus this Spring for the above reasons, please submit a Campus Spring Access Request Form available at:

[Spring Campus Office Access Request](#)

Please submit your Campus Spring Access Request Form at least two weeks in advance of your desired access start date in order to allow adequate time for approval and for you to comply with UMBC's COVID-19 requirements for campus access.

The Campus Spring Access Request Form will be subject to review and approval by the Department Chair, Environmental Safety & Health, the College-based Access Coordinator, the Dean, and the Vice Provost for Academic Affairs.

Thank you very much.

Cc: Deans Keith Bowman, Dana Bradley, Katharine Cole, Bill LaCourse, Kimberly Moffitt,  
Janet Rutledge  
Associate Dean Shelly Wiechelt  
Department Chairs and Program Directors