

PROCEDURES FOR FACULTY TO REQUEST ADA ACCOMMODATIONS

1. To receive an accommodation under the ADA, a faculty member must file an application with the Director of Affirmative Action (“Director”) (812-237-8954).

The faculty member should include documentation of his or her functional limitations.

2. After reviewing the documentation and the facts of each request, the Director will determine if the faculty member is eligible for accommodations under the ADA.
3. The Director will then meet with the faculty member and his or her chair/dean to develop a plan of reasonable accommodation. During the meeting, the participants will:
 - a. Identify the marginal and essential functions of the position (if not already done),
 - b. Discuss faculty member’s specific physical or mental abilities or limitations as they relate to the essential functions along with potential accommodations, and
 - c. Identify the accommodation that best serves the needs of the faculty member, his or her students, and the University
4. The Director may require the faculty member to provide medical documentation in order to verify any condition or to provide further information that will assist in identifying reasonable accommodations. In most cases, documentation is necessary to determine the appropriate accommodation. The Director may seek advice from third party experts when necessary.
5. It is the responsibility of the Director to determine the reasonable accommodation in a particular case.
6. The reasonable accommodation shall be documented by placing a copy of the accommodation in the faculty member’s personnel file and in the Director’s Office. To the extent necessary, this documentation should include a long-term plan for dealing with changes in the faculty member’s limitations over time. Medical documentation shall be retained only by the Director and shall be kept confidential.
7. Faculty who believe the University has not met its obligations under the ADA should consult with Legal Affairs at (81) 237-4141.