Procedures for Requesting Accommodation

Requests for accommodation may be initiated by an individual who requires accommodation. The request can be made during the search process or at any time after hiring. Requests for accommodations should be made to the Campus Compliance Officer (CCO) for Faculty/Staff through the employee’s department chair, director, or other appropriate administrator. However, the request may be made directly to the CCO. Once a request for accommodation is made, an appointment should be made with the CCO by calling Human Resources at 580-745-2162. At that appointment, the CCO and the employee will discuss the impact of the disability in the job setting, the requested accommodation, and the job position description. All reasonable accommodations are determined on an individual basis specific to the impact of the disability on the individual.

Documentation Guidelines

The employee must provide appropriate documentation of the disability. This documentation can only be prepared by a person who is not a family member of the individual with a disability and who is qualified by professional training and practice to diagnose and treat the impairment leading to the disability. Handwritten notes on prescription pads or handwritten treatment records will not be accepted. In general, documentation of disability should be reasonably current and include:

- A diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis;
- A description of the diagnostic criteria used;
- A description of the current functional impact of the disability;
- Treatments, medications, and assistive devices currently prescribed or in use;
- A description of the expected progression or stability of the impact of the disability over time;
- The credentials of the diagnosing professional(s).

The University reserves the right to require a second medical opinion if additional information is needed to evaluate the requested accommodation.

Steps in Determining Accommodation

Once a qualified individual with a disability has requested an accommodation, the University will take steps to determine an appropriate accommodation. This is an interactive process involving the individual with the disability, the CCO for Faculty/Staff, the supervisor, and other appropriate university administrators.

1. Analyze the job functions to determine the essential functions or requirements;
2. Talk with the individual with a disability to identify the precise job-related limitations imposed by the person’s disability and how these limitations may be overcome with a reasonable accommodation;
3. Involve the individual with a disability in identifying a range of potential accommodations and assessing the effectiveness each would have on enabling the individual to perform the essential functions of the position;
4. Consider the preference of the individual, select and implement an effective accommodation that is most appropriate for the individual and the University.

Final responsibility for selection of the most appropriate accommodations rests with the University. If a mutually acceptable accommodation cannot be found or if the requested accommodation is determined to be an "undue hardship" or affects the schedule of operations or the assignments of other individuals, the employee may file a grievance with the Affirmative Action Officer in accordance with prevailing University discrimination grievance procedures.