

Procedures for Accommodating Faculty Who Have ADA Qualifying Disabilities

(prepared and approved by the Faculty Affairs Committee in consultation with Human Resources in 2013-14 and approved by the Provost in July of 2014)

The Americans with Disabilities Act (ADA) and Santa Clara University policy prohibit disability discrimination in employment. It is the policy of Santa Clara University to provide reasonable accommodations to employees with qualifying disabilities as required by applicable law. It is the responsibility of the individual faculty member to identify himself or herself as an individual seeking an accommodation. The individual bears the responsibility to document his or her disability with an opinion from an appropriately licensed health care professional. Medical documentation will be kept confidential. Faculty members must maintain institutional standards of performance.

Accommodation Request Procedures

To begin the process, the individual must submit an Employee Request for Disability Related Accommodation to the Senior Benefits Specialist in the Department of Human Resources, as well as a completed Request for Physician Response for Medical Information, which must include documentation of his or her functional limitations.

After reviewing the documentation and the facts of each request, the Senior Benefits Specialist will determine if the faculty member is potentially eligible for accommodations under the ADA.

The Senior Benefits Specialist will then meet with the faculty member and the dean to engage in an interactive process to discuss potential reasonable accommodations. Department chairs will also be consulted. Through discussion the participants will seek to:

- discuss the faculty member's specific physical limitations as they relate to the job;
- identify potential reasonable accommodations that will enable the faculty member to perform all essential functions of the job; and
- identify the accommodation that best serves the needs of the faculty member, his or her students, and the University.

The Senior Benefits Specialist may require the faculty member to provide additional documentation in order to verify a condition or to provide further information that will assist in identifying reasonable accommodations. The Senior Benefits Specialist may seek advice from third-party experts when necessary.

It is the responsibility of the Senior Benefits Specialist or Manager of Benefits in the Department of Human Resources, in conjunction with the dean of the School or College, to determine whether a potential accommodation is reasonable in a particular case.

The reasonable accommodation shall be documented by placing a copy of the accommodation plan in the faculty member's ADA file in the Department of Human Resources. Medical documentation shall be retained only by the Department of Human Resources and shall be kept confidential and separate from the faculty member's personnel file.