

# Accessibility at the University of Chicago

*Reasonable Accommodations for Faculty, Other Academic Appointees, and Postdoctoral Researchers*

The Office for Access and Equity (OAE) in the Office of the Provost's Equal Opportunity Programs supports the full participation of all members of the University community. OAE's commitment to the full participation of all members of the University community provides individuals with the opportunity to do their best work in an environment welcoming of difference and to support the ongoing success of the University.

**Individuals with disabilities in the University community may request a reasonable accommodation to participate fully in teaching, working, and learning at the University.**

## What is a Reasonable Accommodation?

A reasonable accommodation may include improving the accessibility of certain facilities, job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, or the provision of qualified readers or interpreters. A reasonable accommodation should not impose an undue hardship, meaning that they should not be unduly costly, extensive, disruptive, fundamentally alter the nature or operation of the work, or violate an existing Collective Bargaining Agreement.

## Your Role

**You may request an accommodation by contacting the Office for Access and Equity.**

These requests should be made in writing and include the following information:

1) a description of the requested workplace accommodation, 2) a brief explanation of how the requested workplace accommodation will enable you to perform your work, and 3) a description of your physical or mental condition and its duration.

## Your Dean, Chair, and/or Supervisor's Role

**Your dean, chair, or supervisor should refer your request for an accommodation to OAE.** Your dean, chair, or supervisor may also be asked to engage in the interactive process with OAE to determine the feasibility of any proposed accommodation.

**Your dean, chair, or supervisor may also implement accommodations.** Deans, chairs, and/or supervisors may have a discussion with you regarding how granted accommodations will be implemented in the workplace. We encourage you also to consult with OAE with questions regarding implementation.



THE UNIVERSITY OF  
**CHICAGO**

Office of the Provost  
**Office for Access and Equity**

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## The Reasonable Accommodation Process

- 1. Request to be accommodated because of a disability.** Contact OAE to initiate the accommodation process. Your dean, department chair, or supervisor may also refer you to OAE to start the process of obtaining a reasonable accommodation.
- 2. Provide supporting evidence regarding your disability.** OAE may request documentation from your medical provider or discuss with you the possibility of signing a release granting OAE permission to directly contact your medical provider.
- 3. Meet with OAE staff to discuss your needs.** OAE will then engage in the interactive process, which will include speaking with you to determine your needs and responsibilities and to determine what accommodations, if any, may enable you to perform the essential functions of your position. OAE may also have a discussion with your dean, chair or supervisor to better understand the needs of your department and the feasibility of implementing an accommodation.
- 4. OAE then will make an accommodation determination.** Depending on the nature of the accommodation being granted, OAE may work with your dean, chair, and/or supervisor to implement your accommodation. This may include procuring additional equipment or adjusting work schedules.

### **Disclosure Notice**

You are not required to disclose the nature of your disability to your dean, chair, and/or supervisor. Your dean, chair, or supervisor should not ask about the details or nature of your disability during this process. You may choose when and to whom you will disclose your disability. OAE and your dean, chair, and/or supervisor may not discuss or disclose any information regarding your accommodation except as needed to evaluate the accommodation request, determine what accommodations, if any, are reasonable and appropriate, and to effectively coordinate services.

## Contact Us

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<https://voices.uchicago.edu/equity/access-and-equity/>

**University's Policy on Harassment,  
Discrimination, and Sexual Misconduct:**  
<https://harassmentpolicy.uchicago.edu/policy/>



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