

Accessibility at the University of Chicago

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

Equal Opportunity Programs (EOP) in the Office of the Provost supports the full participation of all members of the University community. EOP'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 Equal Opportunity Programs.

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 EOP. Your dean, chair, or supervisor may also be asked to engage in the interactive process with EOP 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 EOP with questions regarding implementation.



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The Reasonable Accommodation Process

- 1. Request to be accommodated because of a disability.** Contact EOP to initiate the accommodation process. Your dean, department chair, or supervisor may also refer you to EOP to start the process of obtaining a reasonable accommodation.
- 2. Provide supporting evidence regarding your disability.** EOP may request documentation from your medical provider or discuss with you the possibility of signing a release granting EOP permission to directly contact your medical provider.
- 3. Meet with EOP staff to discuss your needs.** EOP 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. EOP 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. EOP then will make an accommodation determination.** Depending on the nature of the accommodation being granted, EOP may work with your dean, chair, and/or supervisor to implement your accommodation.

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



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