

Human Resources – Academic Affairs  
ADA Request for Accommodation Procedure

**Purpose**

To establish standard criteria for faculty members to request accommodations under the Americans with Disabilities Act (ADA) through the Human Resources (HR) Department.

**Procedure:**

1. The faculty member will contact their designated HR Consultant with their request.
2. If the faculty member contacts the Scheduling Office or any other department, the faculty member will be provided with the following link (include link).
3. The HR Consultant will provide the faculty member with the ADA Request form.
4. The HR Consultant will ask the faculty member to obtain a letter from their physician on letter head with original signature certifying the condition of the faculty member, duration of condition, and the faculty member's limitations.
5. The faculty member will complete the ADA Request Form and submit the letter from their physician to their designated HR Consultant.
6. The HR Consultant will review the ADA Request Form and letter to determine if the condition qualifies under ADA and if Central New Mexico Community College can make a reasonable accommodation.
  - 6.1. Work with supervisor regarding accommodation request.
7. The HR Consultant will make a determination and send the faculty member one of the following notifications based on the determination and also send notification to the Academic Affairs Scheduling Department.
  - 7.1. The faculty member will receive an approval notification detailing the accommodation(s) that will be made.
  - 7.2. The faculty member will receive a denial notification detailing the reason for the denial.
8. The ADA Request Form, letter from physician, and approval/denial notice will be filed in employee personnel file under the confidential medical section.
9. The Scheduling Department will notify the faculty member concerning specific scheduling information.
10. The HR Consultant will update the Academic Affairs ADA Master List with the following information:

- 10.1. Date requested
  - 10.2. Designated HR Consultant first and last name
  - 10.3. Last name, first name of faculty member
  - 10.4. ID number
  - 10.5. School
  - 10.6. Supervisor
  - 10.7. Date approved or denied
  - 10.8. Accommodation to be made
11. The HR Consultant will save all changes made to the ADA Master List under the Consultant folder, Academic Affairs sub-folder, titled ADA Requests.