



Disability-related Resources and Best Practices for Faculty Recruitment

Faculty recruiters, current faculty, and prospective faculty members are invited to visit the [University Disability Resources \(UDR\) website](#) to learn about available University-wide and local school resources, initiatives and procedures. Please feel free to contact UDR with questions about these resources and best practices. While University Disability Resources is happy to work with Faculty Affairs offices to provide guidance, resources, vendor suggestions, and other consultations, **the funding of reasonable accommodations are the responsibility of the individual School**. Also, please be aware that if a faculty member ever alleges disability discrimination, they must be referred to University Disability Resources.

To ensure the largest, most diverse pool of candidates, including candidates with disabilities, the sketch of an initial search plan based on the approved position description should integrate the following major accessibility elements in the search and hiring process:

1. Reasonable accommodations
2. Effective communication
3. Accessible facilities

1. Reasonable Accommodations

- Ensure that candidates are informed that the University explores reasonable accommodations for faculty, staff, students and visitors with disabilities. Reasonable accommodations to ensure access to the Search and Hiring Processes include, but are not limited to, sign language interpreters for the interview and alternative application formats. Suggested language to communicate the availability of accommodations:

If you believe you need a reasonable accommodation, please send an email describing your requested accommodation to academicpositions@harvard.edu.

2. Effective Communication

- Identify the essential elements/expectations/requirements of the approved position. To identify essential job expectations and requirements under the ADA, a job analysis should focus on the purpose of the position and the importance of actual job functions in achieving this purpose. A job analysis will be most helpful for purposes of the ADA if it focuses on the results or outcome of a function, not solely on the way it customarily is performed.
- Ensure accessibility of digital materials, and the availability of document conversion into alternative formats, upon request, for approved job position description and any relevant search materials. Assistance and consultation about requests for alternative formats or document conversion is available by contacting [HUIT's Digital Accessibility Services \(DAS\)](#).
- Ensure accessibility when using listservs, websites, blogs, and other online venues where

the position is posted. Access to digital media is critical to ensure that qualified candidates with visual, hearing, mobility or print disabilities have access to on-line position descriptions, ARIeS, applications, departmental websites, syllabi, grading, electronic books, videos, etc. Though not comprehensive, the [Web Aim WAVE](#) website accessibility evaluation tool is available without cost.

- Ensure captioning for relevant recruitment-related videos. Information on when to caption, and contact information for Harvard’s preferred vendor for captioning, can be found on UDR’s [captioning page](#).

| Subject | Suggested Language | Language NOT to Use |
|--|---|---|
| Asking about accommodations | Can we offer you any accessibility accommodations? | Do you have any disabilities we should be aware of? |
| Statements in recruitment publications | Harvard University encourages highly qualified candidates with disabilities to apply. If you anticipate needing any type of reasonable accommodation during the recruitment or interview process, please contact [insert telephone number of the program] | Nothing |
| How to respond when someone identifies themselves as needing reasonable accommodations | Harvard is happy to explore reasonable accommodations for prospective faculty members during the interview process and after hiring. Contact your Recruiter and/or your Department Administrator to start the process. | Why do you need that? |

3. Accessible Facilities/Spaces

- Ensure access to the physical space including interview location, faculty office, housing, common spaces, restrooms, entrances, pathways, emergency alarms, labs, affiliate hospitals, etc. For information on how to assess space for accessibility, visit UDR’s [space selection page](#).
- Information about getting around Harvard including a map of accessible exterior routes and entrances can be found on [UDR's campus access page](#).
- Information regarding accessible transportation and parking, lodging in Cambridge/Boston, deaf and hard of hearing services, housing, and work accommodations can also be found on [UDR's website](#).

University Disability Resources: Selected Support Services

- Available to consult with community members related to best practices for accessibility and inclusion of persons with disabilities.
- Communication strategies for prospective faculty with disabilities and advertising positions.
- Guidance on how current faculty should communicate with students with disabilities.
- How to make reasonable accommodations, e.g. analysis and physical set-up of specific locations.
- Gather documentation to assess reasonable accommodation requests.

- Assistive Technology available through the [Assistive Technology Library and Lab \(ATLL\)](#)
- Guidance on accessibility, event planning, and government resources.
- Disability grievance policy and procedure for faculty and other community members.

Higher Education Recruitment Consortium- Diversity Resources and Outreach

Harvard is a member of the Higher Education Recruitment Consortium (HERC), which offers established [partnerships](#) with diversity-related organizations that provide visibility to HERC members, their job postings, and [member discounts](#) on advertising and services. Details about this and other resources such as conferences and webinars on best practices for diversity can be found at: www.hercjobs.org.
