



## Disability-related Resources and Best Practices for Faculty Recruitment

Faculty recruiters, current faculty, and prospective faculty members are invited to visit the University Disability Services (UDS) website at [www.accessibility.harvard.edu](http://www.accessibility.harvard.edu) to learn about available University-wide and local school resources, initiatives and procedures. Please feel free to contact UDS with questions about these resources and best practices. While University Disability Services is happy to work with Faculty Affairs Offices to provide guidance, resources, vendor suggestions, and other consultations, **the coordination and funding of reasonable accommodations are the responsibility of the individual School.** Also, please be aware that if a faculty member ever alleges discrimination, they would be referred to the local Faculty Affairs Office for procedures at the local level.

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. Effective communication
2. Accessible facilities
3. Reasonable accommodations procedures/protocols

### 1. Effective Communication

- Identify the essential elements/expectations/requirements of the approved position. ADA does not require a formal job analysis or any particular method of analysis to identify the essential functions of a 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 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 has 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 validation tool is available without cost at <http://wave.webaim.org>.
- Ensure 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 [disabilityservices@harvard.edu](mailto:disabilityservices@harvard.edu).
- 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 at <http://accessibility.harvard.edu/preferred-vendors>.

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? Do you need anything additional because of a disability?

Subject	Suggested Language	Language NOT to Use
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. You can contact University Disability Services for a consultation at <a href="mailto:disabilityservices@harvard.edu">disabilityservices@harvard.edu</a> or 617-495-1859.	Why do you need that?

## 2. 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.
- Information about getting around Harvard including an accessibility map can be found at <http://accessibility.harvard.edu/getting-around-visitors>.
- Information regarding accessible transportation and parking, lodging in Cambridge/Boston, deaf and hard of hearing services, housing, and work accommodations can be found at <http://accessibility.harvard.edu/home>.

## 3. Reasonable Accommodations Procedures/Protocols/Information

- Ensure that candidates are informed that the University explores reasonable accommodations for faculty, staff, students and visitors with disabilities. Reasonable accommodation procedures, forms and information are available at [www.accessibility.harvard.edu](http://www.accessibility.harvard.edu). Reasonable accommodations to ensure access to the Search and Hiring Processes, such as sign language interpreters for the interview and alternative application formats.
- Include information regarding the University Disability Services (UDS) website in all relevant recruitment materials. <http://www.accessibility.harvard.edu>.

### University Disability Services: Selected Support Services

- Meet with prospective faculty who would like to talk with Disability Services as part of their decision making process.
- 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 medical data around specific issues.
- Partner with the Adaptive Technology Lab: <http://accessibility.harvard.edu/adaptive-technology-lab> and the Assistive Technology Lending Library and Lab.
- Guidance with accessibility grievance procedures, event planning, and government resources.

### 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](http://www.hercjobs.org).