Subject: Important Disability Accommodations Information

[Sent via email to all faculty and instructional staff on September 11, 2015]

Dear Faculty and Instructional Staff,

As a model public university in the 21st century, the University of Wisconsin-Madison is committed to providing equal opportunity and equal access to people with disabilities who are members of the university community. By complying with all applicable federal and state laws and regulations and UW-System and UW-Madison non-discrimination policies and procedures, UW ensures that individuals with disabilities are not discriminated against as enrolled students, as applicants for admission, or as employees or applicants for employment.

Every member of our community contributes to creating and maintaining a fully inclusive campus. Additionally, the campus offers a variety of formal programs and services for individuals with disabilities through the Division of Student Life, the Office for Equity and Diversity, and the Office of Legal Affairs. Multiple campus partners also contribute to the accessibility, usability and climate of campus with regard to disability concerns. The campus accessibility directory is located at www.wisc.edu/accessibility/.

Students with disabilities who may need accommodations to participate in any of the University’s programs or activities, including classroom activities, should inform faculty of their need for accommodations by the end of the third week of the semester, or as soon as possible after a disability has been incurred or recognized. Faculty will work either directly with the student or in coordination with the McBurney Disability Resource Center (http://mcburney.wisc.edu) to identify and provide reasonable instructional accommodations. Disability information, including instructional accommodations as part of a student’s educational record, is confidential and protected under FERPA.

Employees, including students who are also employees, who may need a job accommodation or who have questions about disability should first contact the Divisional Disability Representative (DDR) in your school, college or division http://www.oed.wisc.edu/divisional-disability-representatives.htm. Inquiries concerning disability-related employment matters may also be directed to Barbara Lanser, Disability Coordinator/Employment, Office for Equity and Diversity, barbara.lanser@wisc.edu, (608) 263-2407. Ms. Lanser manages the DDR Program and is available to applicants and employees, managers and supervisors, DDRs, TA’s/GA’s and others.

Office of the Provost and Vice Chancellor for Academic Affairs
150 Bascom Hall University of Wisconsin-Madison 500 Lincoln Drive Madison, Wisconsin 53706
608.262.1304 Fax: 608.265.3324
who have questions about or need assistance with disability-related employment matters. Disability information is held by the DDR and Ms. Lanser in a confidential manner unless it is necessary to inform others to implement an accommodation.

Ray Taffora, Vice Chancellor for Legal Affairs, serves as the campus ADA Coordinator. Ray is a resource to individuals who have requested and been denied an accommodation. He can be reached at (608) 263-7400, ray.taffora@wisc.edu.

Providing reasonable and appropriate accommodations is a collaborative process. If you have questions about working with a student or employee with a disability, or if you are an individual with a disability, please avail yourself of the many campus resources dedicated to serving these members of our community.

Sincerely,

Sarah Mangelsdorf
Provost and Vice Chancellor for Academic Affairs

Lori Berquam
Vice Provost for Student Life, Division of Student Life

Ray Taffora
Vice Chancellor for Legal Affairs; ADA Coordinator