

**UCR
ACADEMIC PERSONNEL
INTERIM INTERACTIVE PROCESS PROCEDURES**

- Disability issue comes to the department's attention i.e. Dean, Chair and/or Dean's AP staff through observation or request for reasonable accommodation from Academic Appointee.**
- Contact Disability Management Coordinator (Marsha Marion x24785) and arrange a meeting between the parties to initiate the interactive process.**
- Academic Appointee provides current, written medical documentation of work limitations and restrictions.**
- Disability Management Coordinator provides the parties information regarding the American's with Disabilities Act and the Fair Employment and Housing Act as well as discussing the responsibilities of each party.**
- Discuss the essential functions of the position and compare with written work restrictions. Determine if a formal job analysis is needed.**
- The Disability Management Coordinator will facilitate open dialogue regarding suggestions for reasonable accommodation and specifically requests suggestions from the Academic Appointee.**
- The Disability Management Coordinator will assist with research and investigation into reasonable accommodation suggestions soliciting information from a variety of sources as needed such as "The Job Accommodation Network" (JAN) 1-800-526-7234 (www.jan.wvu.edu), Academic Personnel and/or other disability professionals etc. The process may require multiple meetings and/or discussions.**
- The department i.e. Dean, Chair, Dean's AP staff and the Disability Management Coordinator will carefully document all aspects of the Interactive Process. Discussion and agreement between the department Dean and Chair are critical to the Interactive Process.**
- Upon agreement of the Academic Appointee, Dean, Chair, Dean's AP staff and the Disability Management Coordinator of a reasonable accommodation, a Reasonable Accommodation Plan will be prepared by the Disability Management Coordinator. It will be submitted to the Vice-Provost for Academic Personnel and/or Director of Academic Personnel for approval. Upon approval, a meeting will be arranged by the Disability Management Coordinator to obtain signature of all parties.**
- The Disability Management Coordinator will monitor the Reasonable Accommodation Plan and make recommendations for any follow-up meetings. All Reasonable Accommodations Plans will be reviewed by the Disability Management Coordinator no less than every six months.**