American with Disabilities Act (ADA) Accommodations for Faculty to Teach Online Courses Based on Medical Condition during COVID-19

Process for Making ADA Accommodation Requests:

1. Faculty Member initiates communication with the Department Head (DH) verbally or by e-mail and informs the DH the need for ADA accommodation to teach online classes based on a medical condition.
2. DH informs the Department HR Liaison, who then provides the ADA Packet to the faculty member.
3. Faculty member completes the ADA Packet consisting of two forms and submits to Department HR Liaison. Both forms are required:
   - ADA Request for Accommodations (Form #912). Filled out by the faculty member.
   - Medical Questionnaire for Reasonable Accommodations Request (Form #913). Filled out by the medical provider of the requestor.
4. Department HR liaison reviews ADA Packet (Forms #912 and #913) and submits Packet to Dean of Faculty’s office (DOF).
5. DOF reviews ADA Packet for essential functions, functional limitations, and accommodations, then submits ADA Packet to TAMU- Director of Employee Relations.
6. The TAMU- Director of Employee Relations, will approve/reject the accommodation request.
   - If Accommodation is approved, ADA Accommodations Summary and Response (Form #914) will be communicated back to the faculty member and DH only.
   - If Accommodation is denied, the decision is communicated to the faculty member and the DH only. This is the end of the ADA request process.

Process for Making Accommodation Requests based on Caring for a Family Member with Underlying Conditions

Procedures for requesting accommodations due to a family member being vulnerable will be released at a later date. This process will be communicated to faculty as soon as it is available. The American Disability Act (ADA) is not the Family and Medical Leave Act (FMLA). Faculty denied an ADA concession may still file a FMLA request. For more information regarding this, please contact your Department HR liaison.