

# HOWARD UNIVERSITY

Office of the Provost and  
Chief Academic Officer

October 23, 2021

Marcus Alfred, Ph.D.  
Chair, Faculty Senate  
Howard University  
525 Bryant Street, NW Rm. C-119  
Washington, DC 20059

Dear Dr. Alfred,

I am in receipt of your letter dated October 21, 2021 primarily focused on the accommodation process for faculty with Americans with Disabilities Act (ADA) disabilities, status of accommodation requests from faculty, and the teaching modality for Spring, 2022. To assure that we are working from a common understanding, I provide below the definition of ADA disability;

*The term "disability" means, with respect to an individual;*

*(A) a physical or mental impairment that substantially limits one or more major life activities of such individual;*

*(B) a record of such an impairment; or*

*(C) being regarded as having such an impairment.*

<https://www.ada.gov/pubs/adastatute08.htm#12102>

Regarding your inquiry of the process that is utilized by the Equal Employment Opportunity (EEO) Office in reviewing and determining requests for ADA-related accommodations, I provide below excerpts from the Howard University Employee Handbook (2021) which can be accessed at the following link: <https://hr.howard.edu/working-hu/policies>

*Consistent with local and federal law, the University will provide a reasonable accommodation to a qualified individual with a disability who meets the skills, experience, education, and other job-related requirements of a position held or desired and who, with or without reasonable accommodations, can perform the essential functions of a job.*



The process utilized by the EEO office is as follows;

*Once an individual requests an accommodation, the EEO Office responds with an email explaining the process, as follows:*

*A reasonable accommodation under the Americans with Disabilities Act (ADA) because of **an employee's health condition** is an interactive process with the employee and the employee's department in order to make a determination regarding an ADA reasonable accommodation.*

*Accordingly, Howard University requires medical information to determine: (1) whether or not an employee is a qualified individual with a disability as defined by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA); (2) whether the employee can perform the essential functions of the position with or without an accommodation; and (3) if the employee needs an accommodation, what a reasonable accommodation would be.*

*They are required to complete and submit: 1) HU Reasonable Accommodation Request Form; 2) Voluntary Self-Identification Form; and 3) ADA Medical Release Form. The medical provider must complete and submit the "ADA Request for Additional Information from Medical Provider" form.*

*All forms can be emailed to [EEO@howard.edu](mailto:EEO@howard.edu). The EEO Office will evaluate and give further consideration of the request for an accommodation under the ADA following receipt of all the documents and engaging in the interactive process.*

In response to your inquiry regarding the number of faculty who have applied for accommodations, and the status of those applications, the data is as provided below;

There have been 53 inquiries to the EEO office regarding faculty ADA accommodations through Friday, October 22, 2021. Thirty three (33) have been approved for full or partial accommodations or the request resolved (i.e. course offered online), four (4) requests were not ADA applicable, four (4) were withdrawn, and 12 are pending, primarily due to lack of receipt of medical documentation from faculty and/or departmental response as part of the iterative process.



Regarding School/College distribution, the table below outlines the number of faculty inquiries by school/college;

| <b>School/College</b>                       | <b>Number</b> |
|---|---------------|
| Cathy Hughes School of Communications       | 4             |
| Chadwick Boseman College of Fine Arts       | 2             |
| College of Arts & Sciences                  | 14            |
| College of Dentistry                        | 2             |
| College of Engineering & Architecture       | 6             |
| College of Medicine                         | 1             |
| College of Nursing & Allied Health Sciences | 5             |
| College of Pharmacy                         | 1             |
| Graduate School                             | 1             |
| School of Business                          | 11            |
| School of Divinity                          | 0             |
| School of Education                         | 2             |
| School of Law                               | 1             |
| School of Social Work                       | 3             |
| <b>TOTAL</b>                                | <b>53</b>     |

As I noted in my communication to the campus on Monday, October 18, 2021, the default course modality for Spring, 2022 will be face to face instruction for all courses, except designated online programs, and secondary to facility limitations. Faculty with interest in teaching an online course must confer with and receive explicit modality authorization from department chairs and deans, as outlined in the Faculty Handbook (2019). Those faculty must also be certified to provide online instruction through CETLA. This Fall, our community of students, faculty and staff have made significant strides in assuring the health and safety of the entire community. Currently, 100% of students living in on campus housing have provided evidence of being fully vaccinated, and nearly 99 percent of all registered students. In summary, over 11,800 students have provided evidence of vaccination, are taking courses online, or have an approved medical or religious exemption (n=190).

To date, nearly 1,900 employees have uploaded vaccination documentation into Workday. Additionally, the most recent weekly testing data at the University indicated a positivity rate of 0.53 percent, compared to a rate of 2.9 percent in the District of Columbia. As I shared with you during our meeting on September 10, 2021, the University has provided data regarding testing and any positive cases for students and employees since August, 2020 at the link; <https://howard.edu/pandemic-response/testing-dashboard>. Cumulatively, since August, 2020, we have conducted over 70,400 tests with 479 total positive results. We will continue to refine our testing and contact tracing protocols to best serve the Howard University community.



We are no longer engaged in emergency online instruction, and are proceeding to provide the best educational experience for our students, underscored by a commitment to face to face instruction.

Faculty who may require an ADA accommodation for Spring, 2022 should submit an inquiry to the EEO office as soon as possible, to initiate the iterative process, and receive all due consideration. Faculty with pending requests for Fall, 2021, should provide the necessary medical documentation to facilitate resolution of their pending request. We will also seek updates from departments that may still have any unresolved requests. The EEO office may be contacted at [EEO@howard.edu](mailto:EEO@howard.edu). Thank you.

Excellence in Truth and Service,



Anthony K. Wutoh, Ph.D., R.Ph.  
Provost and Chief Academic Officer

