



## **Faculty Rights and Responsibilities**

### **Faculty has the right to:**

1. Identify and establish essential elements of their courses and evaluate students on that basis.
2. Expect the student to initiate accommodation requests.
3. If the student is taking tests at the Office of Accessibility Services, expect the staff of that office to administer exams in a secure and monitored environment.
4. Request verification of a student's eligibility for any requested academic adjustments and/or accommodations. Such verification will be in the form of an accommodation letter written by the Office of Accessibility Services. Typically, the accommodation letter will be delivered to the faculty's Rollins email account. The Office of Accessibility Services is the only office designated to review disability documentation and determine eligibility for reasonable academic adjustments and/or accommodations.

### **Faculty has the responsibility to:**

1. Evaluate students on the basis of their abilities not their disabilities.
2. Provide accommodations to students who are registered with the Office of Accessibility Services and have provided notice of their assigned accommodation needs. There is no responsibility to provide accommodations to students who are not registered with the Office of Accessibility Services, or to students who have not followed established and published notice regarding their obligation to notify faculty of such needs.
3. Use a syllabus statement and class announcements to invite students to disclose their needs and to assist in the provision of accommodation (for example, the recruitment of note takers).
4. Respond to requests on a timely basis. This includes both student request for accommodation (as established by a letter from the Office of Accessibility Services) and requests from the Office of Accessibility Services directly for information necessary in order to allow ample time for arrangements/accommodations to be put in place (including ISBN numbers, course packets and other course materials for conversion to alternate format, information necessary to plan for secure monitored testing environment, and so on).
5. Work to ensure that all audio-visual materials used in class are accessible, as needed.
6. Treat and protect all disability-related information as confidential information.
7. Contact the Office of Accessibility Services with any questions.