The University of Victoria has a duty to accommodate candidates who are shortlisted for a faculty recruitment search. The University’s Duty to Accommodate extends to the requirement to provide accommodation, as needed, for applicants for a position. Requests for accommodation must be met unless it would cause undue hardship to do so.

Ensure that you contact the Equity and Diversity Advisor on how to set up your Faculty search accommodation.

**Accommodation for search committees:**

1. **Accessibility of the chosen room search committees:**
   a. Ensure that the chosen space for a search committee is accessible to all candidates
   b. Choose a space that is close to elevators, parking lots and has accessible parking

2. **Ways to accommodate for someone who has self-identified as hearing impaired (hard of hearing, deaf):**
   a. Connect with the applicant to find out what kind of accommodation they require for the interview only
   b. Choose a smaller board room to assist with sound travel and so that the candidate can see everyone clearly
   c. Encourage individuals to raise their hand if they are speaking so the speaker is clearly defined
   d. Only one person should speak at a time
   e. Encourage individuals to speaks clearly and slowly
   f. Have a moderator to repeat a question if necessary
   g. Use AV equipment to amplify sound:
      i. (Please note that an audio sound system must be installed in the room)
      ii. Lav. Microphone and receiver
      iii. Hearing assisted unit
      iv. AMP and Mixer
   h. Arrange for a visual language interpreter or transcriber for the interview
      i. Contact the Equity and Diversity Advisor

3. **Ways to accommodate for someone who has self-identified as visually impaired (blind or partially sighted):**
   a. Connect with the applicant a head of time to see if they require extra assistance to find the interview space or what type of accommodations they require for the interview only
   b. When they enter the room it may be helpful to describe the room briefly
   c. Have all individuals introduce themselves in the room