

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.

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 speak 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