VISION

To ensure equal access to employment and educational opportunities in support of the university's commitment to equal opportunity, affirmative action, and diversity.

MISSION

Iowa State University's Office of Equal Opportunity is committed to promoting a working and learning environment free of discrimination or harassment by complying with all federal, state and local laws pertaining to anti-discrimination, the American with Disabilities Act, and Title IX. To that end, we work toward a campus climate that is supportive of equity through complaint resolution, advice, education, outreach, and intervention.

IN THIS ISSUE://

Disability Inclusion
Disability Language and Terms
Resources and Accessibility
Highlighting a Hero
Announcements and Contact
What is Disability Inclusion?

Disability inclusion is about more than hiring people with disabilities. It involves creating a workplace where employees with disabilities are valued for their strengths and have the same opportunities to succeed, to grow professionally, to be compensated fairly, and to advance. True inclusion is about embracing difference.

Rearrange Office Space

According to the Department of Labor Statistics, most workplace accommodations cost less than $500, while nearly a quarter cost “nothing at all.” Before hiring someone with a disability, consider making accommodations like; Could you put braille on the buttons of the kitchen’s microwave? Can furniture be moved to make space for a wheelchair? Is your new employee’s office in a low traffic hallway to reduce sound or distraction? Accommodations like these can go a long way in making a new hire who has a disability feel more comfortable, welcome, and understood.

Educate yourself

Learn more about disability etiquette in general if you are unfamiliar with someone’s disability, do the research. Most of your questions can be answered with a search on Google. If you are particularly interested in disability issues, get involved with a local organization which focuses on disability and expand your social circle by getting to know others in the disability community. Check out the Office of Student Accessibility Services for resources for both students and staff.

Maintain Standards

People with disabilities are capable of completing all sorts of tasks. Don’t assume someone can’t do something or needs help. Hold your employees to the same rules and standards as you would anybody else. Not doing so will deprive your new employee of crucial growth opportunities.
Language is integral in practicing inclusion and creating spaces of diversity and tolerance. Words have the potential to empower largely disenfranchised communities or can potentially, perpetuate stereotypes, prejudice, and discriminatory practices. When discussing people who have disabilities in the office or in the classroom what exactly is the best way to utilize language?

Use People-first language

People with disabilities may vary in their desire to discuss or disclose their disability. It many situations it is best to ask and inquire rather than assume. If someone is willing to share, consider asking how they’d like you to refer (or not refer) to them in regards to their disability.

When in doubt, ask

When describing someone who has a disability it is best to use “people-first” language. For instance, saying “people with disabilities” humanizes an individual or population and describes members of this community by what diagnosis they have, rather than falsely asserting who that person is.

Be mindful of the diversity in the disability community

The Stanford guide for disability emphasized the diversity within the population; “[disability] is diverse both in terms of conditions and the people who have them.” Similarly, people are unique individuals regardless of the disability they live with. Language, culture, beliefs, and environment, can all impact the different experiences and relationships people may have with their disability. Rather than compiling a list of terms, though that can occasionally be helpful, maintain a posture of listening and learning to make room for the differences in each person’s experience with their disability.

The SAS is an office on campus dedicated to providing resources, accommodations, and accessibility to students with disabilities. They complete their mission with commitment, creativity, and intentionality to provide information and assistance regarding reasonable accommodations for qualified students with disabilities. Students interested in getting assistance with any necessary accommodations such as transportation, testing, or dietary needs can be ensured that SAS is available and eager to helping all Cyclones.
Forms and Requests for ISU Faculty and Staff

**AWA Request**

The Alternative Work Assignment (AWA) form is for faculty or staff members who have a higher risk of contracting COVID-19 or live in close proximity to someone who is high risk. The form is also available for employees and graduate assistants with current Disability Accommodations who need additional reasonable accommodations and flexible work arrangements due to COVID-19 to help them perform the essential functions of their positions. The request will be directed to Leslie Ginder, Employee Leave and Accommodations Coordinator. If you are seeking a flexible work arrangement due to other non-risk factor-related reasons, such as lack of availability of childcare, please contact your supervisor and an HR Delivery team member directly regarding your options. To learn more, visit the Iowa State’s HR website.

**DAR Form**

The Disability Accommodations Request (DAR) form is used by staff or faculty to request work accommodations for a disability. The form can be found on the University Human Resources’ website. After the DAR is filled out, submit the form to your supervisor before proceeding to the next steps. To learn more please visit Iowa State’s Human Resources website at https://www.hr.iastate.edu/tools-for-employees/workplace-accommodations
Judith E. Heumann is an American disability rights activist and an internationally recognized leader in the disability community. Heumann’s commitment to disability rights stems from her personal experiences. Having contracted polio at age 18 months, she was the eldest of three children born in Brooklyn to German-Jewish immigrants. After Heumann graduated from Long Island University in 1969, she was denied her New York teaching license because the school board did not believe she could get herself or her students out of the building in case of a fire; she took the case to court—and won. Heumann also gained a Master of Science degree in public health at the University of California, Berkeley in 1975. She has been awarded honorary doctorates by Long Island University in Brooklyn, the University of Illinois at Urbana-Champaign and the University of Toledo. She was the first recipient of the Henry B. Betts Award from the Rehabilitation Institute of Chicago (later awarded jointly with the American Association of People with Disabilities). Using a wheelchair all her life, Heumann had to fight repeatedly to be included. Her distinguished dedication to the rights of the disabled includes founding Disabled in Action (D.I.A) in 1970 which focused on securing the protection of the disabled population under civil rights laws.

“Disability only becomes a tragedy for me when society fails to provide the things we need to lead our lives—job opportunities or barrier-free buildings, for example. It is not a tragedy to me that I’m living in a wheelchair.”
Reminder: masks are required for the protection of everyone!

All Employees must complete Title IX Training on Learn @ ISU

October is Disability Awareness Month!

Want to guest write for OEO Newsletter? Call or email us with the contact info provided below

Contact Us!
Office of Equal Opportunity
3410 Beardshear Hall
515 Morrill Road
Ames, IA 50011
Phone: (515) 294-7612
Email: eooffice@iastate.edu
Web: www.eoc.iastate.edu

Follow us on all of our socials!

Instagram: @iowaStateOEO
Twitter: @iowaStateOEO
Facebook: Office of Equal Opportunity at Iowa State University
LinkedIn: Iowa State University Office of Equal Opportunity