

## STANDARD ADMINISTRATIVE PROCEDURE

### **31.03.02.M1.01 Reinstatement of Faculty Member on Sick Leave or Leave Without Pay Related to a Disability**

*Approved November 11, 1998*

*Approved June 2, 1993*

*Revised January 27, 2014*

*Next scheduled review: January 27, 2019*

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#### **Standard Administrative Procedure Statement**

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This procedure sets forth a process to be used when considering reinstatement of a faculty member who has been on sick leave or leave without pay because no reasonable accommodation for a disability was possible.

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#### **Official SAP**

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#### 1. GUIDELINES

- 1.1 The faculty member will present to the Dean of Faculties, Dean of the College, and Head of the Department documents from the treating physician (or licensed professional) stating that the disclosed disability, or underlying medical cause of the disability has been alleviated or controlled by cure, medication, or some other cause. The faculty member will submit a request to return to work. The request must be submitted within a reasonable time prior to the beginning of the semester in which the faculty member desires to return to budgeted position in order to allow the employing department to assign classes appropriately.
- 1.2 If the faculty member's prior disability no longer exists (as determined by the evidence in 1.1 above) he or she will return to work.
- 1.3 If the faculty member's disability improves, but is not fully alleviated or controlled, the faculty member must also submit a request for a specific accommodation that he or she believes will allow him or her to perform the essential job functions. The request must be accompanied by a supporting statement from the treating physician (or licensed professional) and/or written permission for the department head to speak with the treating physician (or licensed professional) about the faculty member's disability and requested accommodation.

- 1.4 In the case of 1.3, the requested accommodation will be evaluated by the department head, who may consult with other appropriate parties, including the University's ADA coordinator, in deciding whether the requested accommodation is reasonable. If in evaluating the request the department head determines that additional medical information is needed, he or she will submit specific written questions to the treating physician (or licensed professional) via the faculty member. During any consultations with other parties, the head will not reveal any confidential medical information about the faculty member without first receiving his or her written consent. If the head determines that the requested accommodation is not reasonable, the faculty member may appeal using [University SAP 12.99.99.M0.01 Faculty Grievance Procedures not Concerning Questions of Tenure, Dismissal, or Constitutional Rights.](#)

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**Related Statutes, Policies, or Requirements**

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*Supplements* [System Policy 08.01](#) and [System Regulation 08.01.01](#)

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**Contact Office**

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[Office of the Dean of Faculties](#)