

**INVITATION TO SELF-IDENTIFY  
INDIVIDUALS WITH DISABILITIES**

The University is a government contractor subject to the Rehabilitation Act of 1973. This statute requires government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities. An “*individual with a disability*” is any person who has a physical or mental impairment that substantially limits one or more of that person’s major life activities, or any person who has a record of such an impairment, or any person who is regarded as having such an impairment. A “*qualified individual with a disability*” refers to an individual with a disability who is capable of performing the essential functions of a particular job, with reasonable accommodation to his or her disability, at the minimum acceptable level of productivity applicable to a nondisabled incumbent employee.

If you are a qualified individual with a disability, we would like to include you in our affirmative action program. Please let us know if you are interested. You may inform us about your desire to benefit under the program by contacting the Department of Human Resources (256 824-6545) after an offer of employment is made or any time in the future. This information will assist us in placing you in an appropriate position and in making any necessary accommodations for your disability.

Submission of this information is voluntary, and your refusal to provide it will not subject you to any disciplinary treatment or other adverse action by the University. The information provided will be used only in ways that are not inconsistent with Section 503 of the Rehabilitation Act.

Information obtained in response to this request will be kept confidential, except that (a) supervisors and managers may be informed regarding restrictions on the work or duties of qualified individuals with disabilities, and regarding necessary accommodations; (b) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (c) government officials investigating compliance with equal opportunity laws may be informed.

A written copy of this Affirmative Action Plan is available for inspection by any employee or applicant for employment, during normal business hours, in the Department of Human Resources (256 824-6545).

It would assist us if you tell us about any special methods, skills, and procedures that qualify you for positions you might not otherwise be able to do because of your disability, so that you may be considered for any positions of that kind.

A written copy of this Affirmative Action Plan is available for inspection by any employee or applicant for employment, during normal business hours, in the Department of Human Resources.

If you have any questions about these matters, please contact the Department of Human Resources.