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- d. Interactive process – A collaborative effort in which the University and the employee seeking an accommodation engage in an informal process or dialogue to clarify what the individual needs and identify the appropriate reasonable accommodations.

- e. Qualified Individuals with Disabilities – An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activity; a record of such an impairment; or, is regarded as having such an impairment. The Americans With Disabilities Act of 1990 (Public Law 101-

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President and provide notice of the decision to the employee within ten (10) working days of receipt.