

Office of Access and Compliance: Who Does What?		OAC Contact Information
Area	Primary contact person	
Administration		
Appointments	Tammie Washington	OAC Main Phone Line: 901-448-2112
Meetings/C-1 Conference & Multi-Purpose Room Scheduling	Tammie Washington	OAC email: oad-hsc@uthsc.edu
OAC Email Account/Space Survey	Tammie Washington	OAC 920 Conference Room: 901-448-2431
Electronic Incident Reports and/or Misconduct and Discrimination Complaint Submissions	Omar Malik	
Executive Exempt/Upper-Level Search Files	OIED TEAM	Michael Alston, EdD
OAC Strategic Plan Report (SACS)	Abigail Caritan	901-448-2133
Webpage Content Management; OAC Communications; OAC Campus Calendar	Tammie Washington	malston1@uthsc.edu
Education Package Requests	Tammie Washington	Omar Malik, JD
GME Trainee Liaison (Memphis, Nashville, Knoxville, Chattanooga)	Erin McElyea	901-448-2442
Accommodations: Religious Beliefs/Practices	Miriam Gandhi	omalik1@uthsc.edu
Workplace Posters/Title VI, Title IX, & ADA Annual Announcements	Tammie Washington	Tammie Washington
Management/Operations and Advisory Counsel Chair for Access and Culture	Michael Alston	901-448-3404
Engagementlistserv and Condolenceslistserv Moderation	Tammie Washington (Primary); Miriam Ghandi (Secondary)	twashi16@uthsc.edu
Search Procedures		Erin McElyea, MS
Search Requisitions, Position Postings/Approvals, and Search Committee Charge (CoM Memphis, CoM Knoxville, CoD; CoN, CoGHS, Library, Finance, Research Administration Executive VC Administration; and AFSA)	Abigail Caritan	901-448-9708
Search Requisitions and Position Postings/Approvals, and Search Committee Charge (CoM Chattanooga, CoP, Postdocs, CoHP, and Staff Professional Exempt)	Miriam Ghandi	emcelyea@uthsc.edu
Faculty/Executive Recruitment Waivers/Search Exemptions/Executive Search Charges	Michael Alston (primary) and Omar Malik (secondary)	Miriam Ghandi
Training, Workshops, and Programs		901-448-2194
GAAD; NDEAM; Interactive Process: ADA & Religion; Complaints: Informal/Formal; and The ABC's of Workplace Accommodation	Miriam Ghandi	mghandi@uthsc.edu
Access Programs for K-12	Michael Alston (lead primary), Erin McElyea (Campus Support), and Tammie Washington (Campus Support), Miriam Ghandi (Program Support)	Abigail Caritan, MA
Workplace Certificate Program (DCP), Lichterman Award, Chancellor's Exempt Staff Award, Chancellor's Faculty Award, Events Calendar, Newsletter: <i>Engagement Matters</i> , and Education Learning Packages (https://uthsc.edu/access-compliance/training-request.php)	Tammie Washington	901-448-1851
<i>Engagement Matters</i> (design, direction, content, and dissemination)	Tammie Washington	wzq967@uthsc.edu
Inclusive Language; Serving on a Search Committee; Bystander Intervention	Abigail Caritan	OAC 920 Conference Room

Title IX Education: Trainees (residents and fellows), Employees, Students; Emotional Intelligence; Simulation; Book Club at the Center	Erin McElyea
Inclusive Engagement Program (IEP); How is Your Cultural Humility?	Michael Alston
CDO Sessions and Inclusive Leaders Challenge	Michael Alston (lead) and Tammie Washington (Support)
Compliance Reporting	
EEO/Affirmative Action Plan Data and Title VI Surveys/Reporting	Abigail Caritan
Accommodation Metrics	Miriam Ghandi
Title IX Programming, Education/Training, and Reporting	Erin McElyea
Harassment and Discrimination Complaints: (Formal/Informal) Faculty, Staff, Students, Trainees & Others	Omar Malik (lead primary), Michael Alston (secondary), Erin McElyea (secondary), and OIED TEAM
Complaint Intake	Erin McElyea (primary); Miriam Ghandi (secondary), Abigail Caritan (secondary), and Tammie Washington (secondary)
Title IX Sexual Misconduct/Discrimination Complaints: (Intake/Informal/Formal) Faculty, Staff, Trainees and Students	Erin McElyea (secondary)
Title IX Sexual Misconduct/Discrimination Complaints: Faculty, Staff, Students (off-site) & Others	Omar Malik, Abigail Caritan, and Erin McElyea
Accommodations Reporting	Miriam Ghandi
Awards	
IMPACT Awards Program (planning/coordination)	Tammie Washington
IMPACT Awards Program (planning/event support)	Abigail Caritan
IMPACT Awards Event (planning/event support)	Miriam Ghandi
Student Social Justice and Diversity Healthcare Leadership Award	Abigail Caritan
Accommodations: ADA/Section 504/Religion/LEP/	
ADA Accommodations & Campus Accessibility – Faculty, Non-Faculty Exempt Staff and Visitors	ADA Team: Miriam Ghandi (primary) & Abigail Caritan (secondary)
ADA Accommodations & Campus Accessibility – Non-Exempt Staff	ADA Team: Miriam Ghandi (primary) and Abigail Caritan (secondary)
Religious Accommodations – Students; Trainees; Staff; and Faculty	Miriam Ghandi (primary)
ADA Accommodations & Campus Accessibility – Trainees (residents and fellows)	ADA Team: Abigail Caritan (primary) and Miriam Ghandi (secondary)
<u>COMPLAINTS</u> : ADA/Section 504 - Faculty, Staff, Students, Residents, and Visitors	Omar Malik (lead primary) and Erin McElyea (secondary)

Limited English Proficiency (LEP) Assistance	Abigail Caritan and Tammie Washington	
Accessible Parking Accommodations	ADA Team: Abigail Caritan (primary) and Miriam Ghandi	