

ANNUAL POLICY NOTIFICATION MEMORANDUM

TO: All University of New Mexico Faculty, Staff and Students

FROM: UNM Office of Equal Opportunity

SUBJECT: Annual Policy Notification Regarding Non-Discrimination

As part of our annual policy notifications series, we encourage you to review the following University of New Mexico (UNM) policies that are crucial to the mission of the university. These policies help to emphasize the importance of an inclusive and welcoming UNM campus community. It also lets the university community know about the types of protected statuses and establishes that discrimination, harassment, and retaliation are not tolerated. It is our hope that this message helps to increase awareness across campus of the expectations of our community members.

Questions about this notification should be directed to the Main Campus Compliance Office at [505-277-0169](tel:505-277-0169) or compliance@unm.edu.

UNM Policies and Tools Related to Non-Discrimination

UAP 2720 Prohibited Discrimination and Equal Opportunity <https://policy.unm.edu/university-policies/2000/2720.html>

UAP 2310 Reasonable Accommodation for Students with Disabilities
<https://policy.unm.edu/university-policies/2000/2310.html>

UAP 3110 Reasonable Accommodation for Employees, Job Applicants, and Participants with Disabilities <https://policy.unm.edu/university-policies/3000/3110.html>

Administrative Policies and Procedures Manual - Policy 2720: Prohibited Discrimination and Equal Opportunity

UNM prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual.

- UNM is committed to providing a safe and inclusive environment that draws on the diversity of its members. The University prohibits discrimination, harassment, or related retaliation based on protected class in any educational and work environment. It is critical to this commitment that anyone who experiences, witnesses, or is aware of such discrimination, harassment, or retaliation report the behavior pursuant to Section 9 below.

- The University is committed to providing equal opportunities and accessibility to individuals with disabilities. Consistent with federal and state law, individuals with disabilities are entitled to access, support, reasonable accommodation, and academic adjustments.
- The University is committed to protecting rights during pregnancy and provides necessary accommodations to students and employees (faculty, staff, and student employees) affected by pregnancy or childbirth in the same manner as other individuals unable to work or participate in their work or education because of their physical condition.
- The University is committed to providing reasonable accommodation for the religious beliefs and practices of its students and employees.
- The University is committed to fostering an environment of inclusiveness that respects an individual's preferred form of self-identification, including a name other than a legal first name and preferred pronoun. This policy prohibits gender-based discrimination, including discrimination based on gender-identity or expression and affirms the right of individuals to use the gender-specific facilities consistent with their gender identity.
- The University is committed to inclusive excellence and diversity and seeks to take advantage of the rich backgrounds and abilities of everyone. The University, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. It makes good faith efforts to recruit, hire, and promote qualified women, minorities, individuals with disabilities, and veterans.

For additional information, contact the Office of Equal Opportunity at [505-277-5251](tel:505-277-5251) or oeounm@unm.edu. To review the complete policy, please see: <https://policy.unm.edu/university-policies/2000/2720.html>.

Administrative Policies and Procedures Manual - Policy 2310: Reasonable Accommodation for Students with Disabilities

UNM has a continuing commitment, responsibility, and desire to provide equal opportunities and reasonable accommodations to individuals with disabilities. Section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act of [1990, and the Americans with Disabilities Act Amendments Act of 2008, collectively](#) referred to in this policy as "ADA," protect against disability-based discrimination, as does the New Mexico Human Rights Act.

Under the ADA, the University must provide reasonable accommodations (as defined in Section 3.3) to qualified students with disabilities, as necessary, to ensure equality of access to the courses, programs, services, and facilities of the University. However, students with disabilities are still required to adhere to all University policies, including policies concerning conduct and performance. The student is responsible for demonstrating the need for reasonable accommodation by providing the University's Accessibility Resource Center (ARC) with complete and appropriate current documentation that establishes the disability, and the need for and appropriateness of the requested accommodation(s).

For additional information, contact the Accessibility Resource Center at [505-277-3506](tel:505-277-3506) or arcsrvs@unm.edu. To review the complete policy, please see: <https://policy.unm.edu/university-policies/2000/2310.html>.

Administrative Policies and Procedures Manual - Policy 3110: Reasonable Accommodation for Employees, Job Applicants, and Participants with Disabilities

Under the ADA, the University must provide reasonable accommodations to qualified individuals with a disability who are applicants for employment, active employees, and beneficiaries of University programs, services, and activities. Reasonable accommodations are determined on a case-by-case basis and may include, but are not limited to, the following actions:

- Making facilities used by employees accessible to and usable by an individual with a disability.
- Modifying a job so that an individual with a disability can perform the essential functions of the job. This may involve eliminating nonessential elements (marginal duties) of the job, switching assignments with another employee, or changing procedures.
- Using part-time or modified work schedules.
- Acquiring or modifying equipment or devices, or providing auxiliary aids.
- Providing qualified readers or signed-language interpreters.
- Reassigning or referring an individual with a disability to a vacant position if all attempts at other reasonable accommodation have not worked. (However, the University does not have to create a position for individuals with a disability or promote or move employees into positions for which they are not qualified.)
- Providing attendant services, such as a reader, interpreter, or sighted guide, both in the office and while traveling on essential University business.

Employees may initiate reasonable accommodation requests formally through an Accommodation Request Form or informally by asking their supervisors. Accommodation is an interactive process between the University and the employee.

For additional information, contact the ADA Coordinator in the Office of Equal Opportunity at [505-277-5251](tel:505-277-5251) or oeounm@unm.edu. To review the complete policy, please see: <https://policy.unm.edu/university-policies/3000/3110.html>.