

Office of Access and Compliance: Who Does What?		OAC Contact Information
Area	Primary contact person	
<b>Administration</b>		
Appointments	Tammie Washington	OAC Main Phone Line: 901-448-2112
Meetings/C-1 Conference & Multi-Purpose Room Scheduling	Tammie Washington	OAC email: <a href="mailto:ac-hsc@uthsc.edu">ac-hsc@uthsc.edu</a>
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	<b>OIED TEAM</b>	Michael Alston, EdD
OAC Strategic Plan Report (SACS)	Abigail Caritan	901-448-2133
Webpage Content Management; OAC Communications; OAC Campus Calendar	Tammie Washington	<a href="mailto:malston1@uthsc.edu">malston1@uthsc.edu</a>
Education Package Requests	Tammie Washington	Omar Malik, JD
GME Trainee Liaison (Memphis, Nashville, Knoxville, Chattanooga)	Arielle Brown	901-448-2442
Accommodations: Religious Beliefs/Practices	Miriam Gandhi	<a href="mailto:omalik1@uthsc.edu">omalik1@uthsc.edu</a>
Workplace Posters/Title VI, Title IX, & ADA Annual Announcements	Tammie Washington	Tammie Washington
Management/Operations and Access Advisory Council <a href="#">Chair</a>	Michael Alston	901-448-3404
Engagementlistserv and Condolenceslistserv Moderation	Tammie Washington (Primary); Miriam Ghandi (Secondary)	<a href="mailto:twashi16@uthsc.edu">twashi16@uthsc.edu</a>
<b>Search Procedures</b>		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	<a href="mailto:emcelyea@uthsc.edu">emcelyea@uthsc.edu</a>
Faculty/Executive Recruitment Waivers/Search Exemptions/Executive Search Charges	Michael Alston (primary) and Omar Malik (secondary)	Arielle Brown, LMSW
<b>Training, Workshops, and Programs</b>		901-448-3207
GAAD; NDEAM; Interactive Process: ADA & Religion; Complaints: Informal/Formal; and The ABC's of Workplace Accommodation	Miriam Ghandi	<a href="mailto:abrow294@uthsc.edu">abrow294@uthsc.edu</a>
Access Programs for K-12	Michael Alston (lead primary), Erin McElyea, and Tammie Washington	Miriam Ghandi
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 ( <a href="https://uthsc.edu/access-compliance/training-request.php">https://uthsc.edu/access-compliance/training-request.php</a> )	Tammie Washington	901-448-2194
<i>Engagement Matters</i> (design, direction, content, and dissemination)	Tammie Washington	<a href="mailto:mghandi@uthsc.edu">mghandi@uthsc.edu</a>
Inclusive Language; Serving on a Search Committee; Bystander Intervention	Abigail Caritan	Abigail Caritan, MA
		901-448-1851
		<a href="mailto:wzq967@uthsc.edu">wzq967@uthsc.edu</a>
		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); CREATE: Strategies for Practicing Cultural Humility; Simulation	Arielle Brown
CDO Sessions and The Middle Group	Michael Alston (lead) and Tammie Washington (Support)
<b>Compliance Reporting</b>	
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), Arielle Brown (primary), 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	Arielle Brown (primary) and Erin McElyea (secondary)
Title IX Sexual Misconduct/Discrimination Complaints: Faculty, Staff, Students (off-site) & Others	Omar Malik, Arielle Brown, and Erin McElyea
Accommodations Reporting	Miriam Ghandi
<b>Awards</b>	
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
<b>Accommodations: ADA/Section 504/Religion/LEP/</b>	
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), Arielle Brown (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	