

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

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 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), 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	Arielle Brown (primary) and 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	
<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)	
<b>COMPLAINTS:</b> 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	