MEMORANDUM

TO: Deans, Associate Deans, Directors, Department Chairs

FROM: John Pritchett
Provost

DATE: November 7, 2007

SUBJECT: Religious Accommodations for Faculty

Florida Atlantic University has a continuing commitment to supporting the equality of employment opportunity and affirms the values of diversity and inclusiveness (University Regulation 5.010, Anti-Discrimination and Anti-Harassment). This commitment includes embracing religious diversity.

My memorandum of August 17, 2007 addresses religious accommodations for students and alerts us to our obligation to provide reasonable accommodations for students who request consideration in order to observe their religious practices and beliefs. We must also provide a reasonable accommodation of a faculty member's sincerely-held religious belief, unless the university believes such an accommodation would create an undue hardship.

Faculty should advise their supervisors at least 30 days in advance of their need for religious accommodation and identify what alternative arrangements they have made for coverage of their assignment (i.e., arrangements they have made for their classes). Factors to be considered in providing reasonable accommodations are the nature and impact of the accommodation requested, the duration of the request, and the alternative arrangements suggested.

Any employee who believes that they have not been accommodated appropriately should contact the Office of Equal Opportunity Programs.

Cc: Frank Brogan, President
Paula Dehul, Director
Equal Opportunity Programs