SECTION 1.3 Advertising ADA Compliance

In our continuing efforts to promote and maintain our affirmative action/equal opportunity commitment at the University of Houston, one of the following statements should be included in all printed materials for programs or every classified advertisement for staff:

Persons with disabilities, who desire accommodations, should contact ______________________ at (telephone) ______________________ by_____________________(date*).

The University of Houston is an equal opportunity institution. Reasonable accommodations on the basis of disability are available by calling (name _____________ at (telephone) ______________________ by_____________________(date*).

If the advertisement is to fill a position or positions the statement must read:

The University of Houston is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, and persons with disabilities are encouraged to apply.

Examples of printed materials:
- A brochure or mail out announcing a conference or symposium
- A theatrical or musical production
- Commencement exercises
- Athletic events
- A public meeting (such as a lecture)
- Invitations to broad based social events (fund-raiser)

* Allow at least one week for accommodations or substitute "as soon as possible" in place of an exact date.

Last revised on 8/31/2012

REVIEW AND RESPONSIBILITY
Responsible party: Student Life Policy Team
Review: Every two years on or before August 31st

APPROVAL
Dr. Noel J. Clarke, Director Business Operations