INFORMATION TECHNOLOGY
UNIVERSITY *of* WASHINGTON | TACOMA

UW Tacoma IT Accessibility Policy and Implementation Plan
(Updated 4/18/2024)

(A) The University of Washington Tacoma adopts the UW Policy on IT accessibility as follows:

IT Accessibility

The University of Washington (UW) strives to ensure that people with disabilities have access to the same services and content that are available to people without disabilities, including services and content made available through the use of information technology (IT). IT procured, developed, maintained, and used by the UW should provide substantially similar functionality, experience, and information access to individuals with disabilities as it provides to others. Examples of IT covered by this policy include websites, software systems, electronic documents, videos, and electronic equipment such as information kiosks, telephones, and digital signs.

The policy aligns with:

- the UW's vision is to educate a diverse student body and its values of diversity, excellence, collaboration, innovation, and respect.
- the UW's obligations under Section 504 of the Rehabilitation Act of 1973.
- the Americans with Disability Act of 1990 together with its 2008 Amendments.
- UW Administrative Policy Statement 2.3 – Information Technology, Telecommunications and Networking Projects, and Acquisitions.

Resources that can help individuals and UW units understand and meet their obligations under this policy include:

- IT Accessibility Guidelines
- IT Accessibility Checklist
- Accessible Technology at the UW

(B) UW Tacoma Accessibility Implementation Plan
Based on the WA Policy USER-01 (formerly #188), all state agencies must provide accessible content for the public and all state employees. UW Tacoma will implement the following:

1. IT will monitor content owned and maintained by IT and will provide assistance in monitoring other areas. IT will work with UW Seattle Accessibility Services (ATS) / UW-IT and the various units on the UW Tacoma campus including Disability Support Services, Academic Assembly, Academic HR, Academic Technologies, Human Resources, Library and all the Unit Heads to provide faculty and staff with online and on-campus training, software and hardware resources to create and convert accessible content.

2. SIAS Faculty will try to submit accessible files for promotion and tenure.

3. Recruiting new faculty for SIAS, the position description will include: "submit accessible content is desirable."

4. IT will work with UW Seattle Accessibility Technology Services to convert PDF files on the UW Tacoma web site to an accessible standard.

5. IT will provide the following services: (a) Check and convert any data files to accessible format when necessary; (b) provide in-house transcription and coordinate the use of external services for video closed-captions.

6. The Chancellor and Vice Chancellors are executive sponsors for Information Technology to work with all the UW Tacoma Unit Heads to implement the new IT Accessibility Plan on our campus as outlined below:

Functions	Executive Sponsor	Responsible Unit Head
The Overall IT Accessibility Implementation Plan for UW Tacoma	Chancellor's Cabinet; Campus Technology Committee (CTC); Faculty Executive Council	Vice Chancellor for Information Technology (as IT Accessibility Coordinator for UW Tacoma)
Course content, including learning management system	EVC Academic Affairs	Deans and Directors, Schools and Academic Programs
Web sites of research centers	EVC Academic Affairs	Associate VC for Research; Directors of Research Centers
Library materials	EVC Academic Affairs	Associate Librarian of the UW Tacoma Library
TLC	EVC Academic Affairs	Director of Writing Center; Associate Director, Quantitative Center
Academic Advising	EVC Academic Affairs	Director of Academic Advising; Advisors in Schools and Academic Programs
Top Level Campus Web Content, including Closed Captioning Videos	VC Advancement; VC IT	Director of Marketing & Creative Services; Multimedia Production Supervisor
All UW Tacoma Web Pages	VC Advancement; VC IT	Director of Marketing & Creative Services; Manager of Web and Data Services
IT Procurement	VC Finance & Administration; VC IT	Senior Contracts Manager; Associate Director IT
Recruitment	EVC Academic Affairs; VC Finance & Administration	Director of Academic HR; Associate VC for Organizational Effectiveness & Development
Admissions and Registration	VC SAES	Associate Director, Admissions Operations; Registrar
Disability Resources for Students	VC SAES	Dean of Student Success; Disability Support Services Program Coordinator
Equity and Inclusion	Chancellor	Assistant Chancellor for Equity and Inclusion
IT Operation	VC and CIO of IT	Director of IT; Assistant Directors of IT
Digital Signage Board/student messaging systems	VC SAES	Dean of Student Engagement