

# Employee Affirmative Action/Recruitment Plan

**Original Implementation:** February 3, 2005

**Last Revision:** January 29, 2019

## Purpose

Stephen F. Austin State University affirms its intention to comply with an affirmative action/recruitment plan developed to assure equal access to employment opportunities.

## Definitions

**Affirmative action** means that a search for the best qualified applicant was conducted actively among those groups usually discriminated against and that a major effort was made to find the best qualified individual by actively seeking applications from such groups as required by federal regulations.

## General

Equal opportunity is the law of the land. In the public sector of our society this means that all persons, regardless of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, or veteran status shall have equal access to positions in public service limited only by their ability to do the job. Additionally, Stephen F. Austin State University prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression.

Vigorous enforcement of the laws against discrimination is essential. Equally important are affirmative, voluntary efforts to assure that positions in public service are genuinely and equally accessible to qualified persons, without regard to their sex, racial or ethnic characteristics.

Stephen F. Austin State University is committed to equal employment opportunities and strongly feels that increasing diversity should be a significant part of the hiring process. Employment discrimination and retaliation on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, veteran status, sexual orientation, gender identity, and gender expression shall be strictly prohibited.

It is the policy of the university to comply fully with all state and federal laws prohibiting employment discrimination and relevant court decisions interpreting those laws as it implements its affirmative action/recruitment plan.

Stephen F. Austin State University affirms that it shall be its public policy not to discriminate against any employee or applicant for employment because of race, color, religion, national origin,

sex, age, disability, genetic information, citizenship, or veteran status. Additionally, Stephen F. Austin State University prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression. Further, the university shall take all necessary steps to ensure the employment and promotion of otherwise qualified classes who may be underrepresented in the university's workforce.

The university is committed to the principles of equal employment opportunity law and the spirit of equal access. Therefore, a written plan has been prepared to ensure that Stephen F. Austin State University's affirmative action/recruitment plan shall be properly implemented, and no artificial barriers shall be intentionally or otherwise created to deny applicants or employees of the university equal employment opportunities.

The document is available in the human resources office for review by university employees, applicants, and to the general public on request.

### **Program Responsibilities**

Being a results-oriented program, Stephen F. Austin State University's affirmative action/recruitment plan shall have the support of the president, board of regents, and other management or supervisory personnel. Therefore, specific responsibilities shall be assigned and delegated to university management personnel to ensure that the necessary authority is available to implement the provisions of the plan.

The director of human resources shall be designated as the affirmative action/recruitment officer for the university with the authority for administering the plan. It shall be the responsibility of the director of human resources to ensure that compliance with the university's affirmative action/recruitment policies are implemented in an efficient and effective manner. The director of human resources shall maintain progress reports and information to support and monitor the plan.

The human resources office should be contacted for specific procedures related to recruitment of faculty and staff.

### **Program Goal**

The program's goal is to ensure objectivity, consistency, uniformity and job relatedness through design and implementation of appropriate personnel policy and procedural systems that affect the equal employment opportunities of the university's employees and applicants for employment.

**Cross Reference:** Tex. Lab. Code Ch. 21; Affirmative Action (11.1)

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Director of Human Resources

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs