

Southern Arkansas University Tech

Diversity and Equity Policy and Procedures

Equal Employment Opportunity/Affirmative Action Policy Statement

The policy of Southern Arkansas University Tech is to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. The College will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, pregnancy, disability, sexual orientation, unfavorable discharge from the military, status as a disabled veteran or a veteran of the Vietnam era. Discrimination is prohibited by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, including all subsequent amendments and administrative regulations adopted thereunder by the Department of Education. This nondiscrimination policy applies to admissions, employment, access to and treatment in the various programs and activities of the College.

Responsibilities for Administering the Affirmative Action Plan

The Chancellor of Southern Arkansas University Tech is ultimately responsible for the development and implementation of the Equal Opportunity and Affirmative Action Policies and Plans of the College. Specific authority and responsibility is delegated by the Chancellor as follows:

1. The Vice Chancellor for Finance & Administration serves as the campus EEO/AA Officer and has the responsibility of overall coordination for the Chancellor and; the responsibility for liaison relationships between the College and State and Federal agencies concerned with equal opportunity.
2. The Vice Chancellor for Finance & Administration is appointed to structure and coordinate the Affirmative Action Plan, to monitor its implementation, and to assess its accomplishments at the College.
3. Administrative Officers of the College – Chancellor, Vice Chancellors, Associate Vice Chancellors, Directors, Supervisors, and all others exercising supervisory or administrative control of any employee-are responsible for ensuring an atmosphere that fosters nondiscrimination in the College's educational and employment process. Administrative officers must ensure equal opportunity and affirmative action by adhering to campus policies and procedures.

4. All personnel actions, programs, and facilities will be administered in accordance with equal opportunity and affirmative actions policies, including recruitment, selection, assignment, classification, promotion, demotion, transfer, layoff and recall, termination, determination of wages, conditions and benefits of employment, selection for training or retraining, and social and recreational programs.

Specific duties and responsibilities of the EEO/AA Officer include the following:

- Develop an annual Affirmative Action Plan
- Provide copies of the Affirmative Action Plan to all college employees
- Post equal employment opportunity information and other pertinent institutional and government brochures in central areas of the college
- Ensure that the phrase “Affirmative Action, Equal Opportunity Employer” is placed prominently in all recruitment advertising to inform potential applicants of the College’s commitment to equal opportunity in employment and education
- Provide consultation to departments and search committees on recruitment strategies and procedures and monitor hiring decisions
- Monitor all administrative, faculty and staff hiring decisions
- Evaluate and investigate discrimination complaints filed by faculty and staff
- Coordinate ADA compliance for all faculty and staff matters
- Provide training on anti-discrimination matters, such as sexual harassment and diversity awareness programs
- Serve as resource to facilitate conflict resolution
- Enhance SAU Tech’s community presence as an equal opportunity employer
- Make policy recommendations that enhance the College’s commitment to affirmative action and equal opportunity
- On a regular basis, prepare affirmative action reports that indicate the number of persons considered for employment, their race and sex, and the reasons why the person selected was offered employment
- Develop a system for referral and processing of complaints of violation of law or of the campus affirmative action plan with regard to alleged discriminatory actions on the part of individuals acting in the name of the institution

Affirmative Action Plan

Identification and Analysis of Minority Representation

The EEO/AA Officer will study employment patterns within the college to identify specific problem areas relating to affirmative action and equal opportunity. The Affirmative Action Plan includes an analysis of the representation of minorities and women in the workplace. The areas of analysis will include academic employment and nonacademic employment. When problems and under-representation exist, the college will set goals and timetables to which the college's good faith efforts will be directed. Applicants and employees are asked to report their sex and race/ethnic group with which they identify. Minority group's race/ethnic classifications are as follows: American Indian, Alaskan Native, Black, not of Hispanic Origin, Asian, Pacific Islanders, and Hispanic. Pre-employment information about race/ethnic group and sex of applicants is requested on a voluntary basis and is used solely for monitoring affirmative action efforts.

Identification and Accommodation of Disabled Veterans, Veterans of the Vietnam Era and Handicapped Persons

As an institution of higher education, the College recognizes its responsibilities to facilitate full participation in the educational and employment processes of all qualified individuals who seek to partake of the institution's resources and opportunities. Committed to the goal of equal opportunity, the College recognizes the need to formulate procedures to insure that no qualified individual will be denied participation in the College because of artificial and discriminatory barriers. It is the College's commitment to take affirmative action to employ and advance in employment qualified disabled veterans, veterans of the Vietnam era and persons with disabilities. It is the stated policy of the College that appropriate qualifications for and performance of specific duties are the basic criteria in all aspects of the employment process, including hiring, retention, training, transfer, promotion, and upgrading.

Self-identification as a person with a disability, a disabled veteran, or a veteran of the Vietnam era shall be voluntary. Information is kept confidential except that (a) supervisors may be informed regarding restrictions on the work or duties of disabled or handicapped individuals or (b) government officials investigating compliance with the act shall be informed.

For the purposes of the Affirmative Action Plan --

A Handicapped individual shall be defined as:

1. Any individual who has a physical or mental impairment which substantially limits one or more of such person's major life activities
2. Any individual who has a record of such impairment, or
3. Any individual who is regarded as having such impairment*

A Special Disabled Veteran shall be defined as:

1. A person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more or
2. A person who was discharged or released from active duty because of a service-connected disability.**

A Veteran of the Vietnam Era shall be defined as:

1. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975 and was discharged or released from active duty for a service-connected disability if any part of such activity was performed between August 5, 1964 and May 7, 1975 and
2. Who was so discharged or released within forty-eight months preceding the alleged violation of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the affirmative action clause, and/or the regulations issued pursuant to the Act.**

*Section 101, Americans with Disabilities Act and Section 503, Rehabilitation Act of 1973 (60-741.2 as conformed to the ADA. ** Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974 (60-250.2)

Persons identifying themselves as an individual with a disability or a disabled veteran for coverage under the affirmative action plan will be asked (a) to describe any special methods, skills, and procedures which qualify them for positions that they might presumably be unable to fill because of their disablement so that they will be considered for all such positions, and (b) to alert the College regarding accommodations which might be made to enable them to perform their jobs properly and safely, including special equipment, changes in the physical layout of the job, and elimination of certain duties related to the job. The College will provide reasonable accommodation for

qualified persons with disabilities unless such an accommodation would impose an undue hardship on the operation of the College.

Recruiting Methods

The College recognizes that traditional methods of recruitment alone will not produce the desired gains in the employment of the protected groups. The College does not rely solely upon traditional advertising in daily newspapers to list openings, but uses other appropriate media such as radio, television, professional and technical journals, and professional/associational websites. Notices of anticipated vacancies are circulated to outside agencies and community action groups, including those dedicated solely to expanding employment for minorities, women, disabled veterans, veterans of the Vietnam era, and handicapped persons.

Decisions in all employment actions will be based upon the individual's qualifications, merit, and professional ability and made in conformance with all current legal requirements.

Sexual Harassment Policy Statement

Southern Arkansas University Tech is committed to the maintenance of a community free from all forms of sexual harassment. Sexual harassment violates College policy as well as state, federal and local laws. It is neither permitted nor condoned. The coverage of this policy extends to all faculty, staff, students, vendors, contractors, and visitors to the College.

It is also a violation of SAU Tech's policy against sexual harassment for any employee or student at the College to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Any individual who, after thorough investigation and an informal or formal hearing, is found to have violated this College's policy against sexual harassment will be subject to disciplinary action, including, but not limited to reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

Definition: Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) Submission to such conduct is an explicit or implicit condition of an employment or academic success; (2) Submission to or rejection of such conduct is used as the basis for an employment or academic decision; or (3) Such conduct has the purpose or effect of (a) Unreasonably interfering with an individual's work or academic performance; or (b) Creating an intimidating, hostile, or offensive work or academic environment.

While sexual harassment most often takes place where there is a power differential between the persons involved, it also may occur between persons of the same status. Sexual harassment can occur on College premises or off campus at College sponsored events. It can occur between members of the same gender as well as between members of different genders.

Anti-Harassment Policy Statement

No College employee, student, or individual on College property may intentionally harass or abuse a person (physically, or verbally) with the purpose or effect of unreasonably interfering with such person's work or academic performance, or of creating an intimidating, hostile, or offensive work or academic environment. Consistent with the College Diversity and Equity Statement, this Anti-Harassment Policy includes cases where the conduct is based on race, color, religion, national origin, ancestry, sex, age, marital status, sexual orientation, disability or veteran status. This policy will be applied with due respect for the College's commitment to equality of opportunity, human dignity, diversity, and academic freedom.

Appendix

Civil Rights Act of 1964

<http://usinfo.state.gov/usa/infousa/laws/majorlaw/civilr19.htm>

Education Amendment Act of 1972

www.usdoj.gov/crt/cor/coord/titleixstat.htm

US Department of Justice

www.usdoj.gov

EEOC

www.eeoc.gov

US Department of Education

www.ed.gov

Veterans

www.dol.gov

Vietnam Era Veterans Readjustment Assistance Act

www.dol.gov

Rehabilitation Act of 1973

www.dol.gov

American's Disability Act

www.dol.gov