

RESOLUTION F12-13

EQUAL OPPORTUNITY AND NON-DISCRIMINATION/HARASSMENT POLICY 5.01

WHEREAS, a systematic review of institutional policies has been undertaken at the direction of the President in order to correct outdated technical language and to modify and update policies to reflect current operational needs; and

WHEREAS, the current policies 5.01Rev, Institutional Statement of Non-Discrimination and Harassment; Policy 5.02, Affirmative Action Hiring Guidelines; Policy 5.03Rev, Unlawful and Prohibited Discrimination and Harassment; Policy 5.04, Affirmative Action Advisory Committee, and Policy 5.05, Affirmative Action, addressing the general topics of discrimination and equal opportunity/affirmative action are outdated and reflect a multitude of topics that are appropriate to be addressed under the auspices of one Board of Trustee policy and therefore should be rescinded; and

WHEREAS, the proposed Policy 5.01 is renamed “Equal Opportunity and Non-Discrimination/Harassment Policy” and replaces and incorporates the primary components of the identified above policies into one consolidated policy; and

WHEREAS, existing policies 5.02, 5.03 and 5.05 are converted to interim procedures that require comprehensive and thorough review to ensure their compliance with current federal and state laws and University protocols required to adhere to appropriate internal administrative processes; and

WHEREAS, existing policy 5.04 will not be converted to procedure but the President may address this topic within the President’s system of committee assignments; and

WHEREAS, the President will direct and will ensure that the identified interim procedures will be scheduled for review with the appropriate governance bodies prior to any modifications;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the rescission and replacement of Policy 5.01Rev, Equal Opportunity and Non-Discrimination/Harassment Policy and the rescission of Policies 5.02, 5.03, 5.04 and 5.05 effective September 13, 2013.

(September 13, 2013)

Shawnee State University

SUBJECT: EQUAL OPPORTUNITY & NON-DISCRIMINATION/ HARASSMENT POLICY	POLICY NO. : ADMIN CODE: PAGE NO.: EFFECTIVE DATE: NEXT REVIEW DATE: RESPONSIBLE OFFICER(S): APPROVED BY:	5.01 3362-5-02 1 of 3 09/13/13 09/13/16 VP Finance & Admin. BOT
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1.0 POLICY PURPOSE

- 1.1 Shawnee State University is committed to having an educational and working environment that provides an equal opportunity for students and employees and is without unlawful or prohibited discrimination and harassment.
- 1.2 This policy serves to ensure that there are University structures and processes in place that promote equal opportunity for students and employees and prohibit discrimination against any individual because of race, color, genetic information, religion, age, disability, national origin, ancestry, sex, pregnancy, sexual orientation, veteran status or military status.

2.0 UNIVERSITY RESOURCES AND PROCESSES

- 2.1 The University will have processes and resources in place to protect students, employees and visitors from discrimination and harassment and to ensure the following:
 - 2.1.1 Compliance with applicable state and federal laws that address discrimination and harassment;
 - 2.1.2 Complaints of discrimination and harassment are adequately reviewed and resolved; and
 - 2.1.3 Training and education, designed to prevent discrimination and harassment, is conducted throughout the University.
- 2.2 There will be university employees who have the requisite authority and responsibility to ensure compliance with laws and university policies and procedures that address discrimination, equal employment opportunities and affirmative action.
 - 2.2.1 There will be a Title IX Coordinator and deputy coordinators who have overall responsibility for matters addressing sexual harassment and sexual

misconduct. The Title IX officers will have responsibility to ensure that the University has clear processes in place for sexual harassment complaints from students, employees and visitors; and that sexual harassment and sexual misconduct complaints are appropriately investigated and resolved.

- 2.2.2 There will be at least one ADA Coordinator whose responsibility will be to address allegations of discrimination based upon disability, to ensure compliance of applicable laws and related University policies and procedures, and to review and appropriately respond to accommodation and access requests for students, employees and visitors.
- 2.3 There will be a system(s) in place to track all reports and complaints of discrimination. An annual report shall be submitted to the President from each University office or unit that is responsible for discrimination compliance that documents the number and type of discrimination complaints and reports filed with the University within the previous year, along with the resulting resolution or outcome.
- 2.4 There will be an adequate and regularly updated affirmative action plan in place to promote equal opportunity for employment and is compliant with the University's obligations as a federal contractor or subcontractor, and is compliant with applicable federal, state and local laws.

3.0 PROCEDURES

- 3.1 There will be procedures in place, approved by the President, to amplify this policy. Such procedures will include, but not be limited to, the following topics or areas:
 - 3.1.1 Sexual harassment procedure(s) that applies to students, employees and visitors that includes definitions and identifies forms of sexual harassment and misconduct, and addresses consent and consensual relationships, notification and reporting, the investigative process, confidentiality, discipline and consideration of the classroom and instructional settings;
 - 3.1.2 Disability procedure(s) that applies to students, employees and visitors and addresses equal access to University programs, activities and services and process(es) for reasonable accommodations;
 - 3.1.3 An investigation and complaint procedure(s) that addresses a clear process for initiating a complaint of unlawful discrimination or harassment that applies to students, employees and visitors, and adequately describes the investigative process, confidentiality, discipline or other corrective measures, retaliation and consideration of the classroom and instructional settings;

- 3.1.4 Affirmative action and equal opportunity procedure that applies to the employment setting that addresses: recruitment, selection and promotion processes for identifying the most qualified applicants, while providing a strong emphasis on reaching out to underrepresented groups; leadership development initiatives that includes inclusiveness and diversity; and employee development processes to ensure equal opportunity for all employees.

History: Replaces 5.01; 5.02, 5.03, 5.04 and 5.05 (*Eff. 9/13/13*)

NOTE: Policies 5.02, 5.03 and 5.05 are converted to interim procedures effective 9/13/13.

[[links to interim procedures](#)]

SUMMARY OF POLICY ACTIONS - September 13, 2013

Policy No.	Policy Title	Date Adopted	PROPOSED Action
5.01 Rev	Non-Discrimination Policy	06/13/97	To be rescinded and replaced by new 5.01, Equal Opportunity and Non-discrimination/Harassment Policy
5.02	Affirmative Action Hiring Guidelines	07/29/91	To be rescinded and converted to Interim Procedure pending internal process for review
5.03 Rev	Unlawful and Prohibited Discrimination and Harassment	01/10/06	To be rescinded and converted to Interim Procedure pending internal process for review
5.04	Affirmative Action Advisory Committee	06/14/91	To be rescinded (may be addressed in President's committee assignment)
5.05	Affirmative Action Program For Vietnam Era and Disabled Veterans	11/04/91	To be rescinded and converted to Interim Procedure pending internal process for review

(9/13/13)

Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.01 REV.
		ADMIN. CODE:	3362-5-02
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	6/13/97
SUBJECT:	NON-DISCRIMINATION POLICY	RECOMMENDED BY:	Univ. Senate AAC
		APPROVED BY:	Dr. Clive Veri

1.0 PURPOSE

Shawnee State University is committed to complying with non-discriminatory legislation and implementing affirmative action employment guidelines. In an effort to accomplish these goals, the University intends to act in accordance with applicable federal and state statutes, regulations, and/or guidelines as they exist and may be amended from time to time.

2.0 REQUIREMENT FOR EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION STATEMENT

By law, the Rehabilitation Act of 1973 (Section 504) and Title IX of the Education Amendments of 1972, the University is required to include statements of nondiscrimination in its publications that are designed for recruitment and admissions purposes.

In accordance with the Rehabilitation Act of 1973 (Section 504), the University is required to state in all publications either directly or indirectly related to recruitment and admissions that it does not discriminate on the basis of handicap. With this statement, the University is required to publish the name, address, and phone number of the employee designated by the institution to coordinate activities pursuant to this legislation.

Title IX of the Education Amendments of 1972 requires that the content of University publications does not imply discrimination on the basis of sex and includes a statement to that effect. In addition, the University must publish the name, address, and telephone number of the employee designated by the University to be responsible for the coordination of activities pursuant to this legislation.

3.0 INSTITUTIONAL STATEMENT OF NON-DISCRIMINATION

The following statement is to be included in all University publications as deemed appropriate:

Shawnee State University does not discriminate in its education or employment programs, policies, or practices on the basis of race, creed, sex, color, national or ethnic origin, religion, marital status, age, sexual orientation, Vietnam-era or qualified disabled veteran status, or qualified handicap. Accordingly, Shawnee State University complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act in Employment of 1967, the Age Discrimination Act of 1975, the Equal Pay Act of 1963, Sections 503 and 504 of the Rehabilitation Act of 1973,

the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Americans with Disabilities Act, Ohio Fair Employment Practices, Ohio Equal Pay Act, and other applicable federal and state statutes, regulations, and/or guidelines as they exist and may be amended from time to time.

For information relative to complaint procedures established at the University to address possible violations of laws and/or policies against discrimination, inquiries should be made to the Affirmative Action Coordinator located in the Personnel Office, Commons Building, extension 2398, or the Assistant to the President, located in the Office of the President, Commons Building, extension 2283, or Director, Ohio Civil Rights Commission, 220 Parsons Ave., Columbus, OH 43266, or Director, Office for Civil Rights, U.S. Department of Education, Region V, 401 S. State St., Chicago, IL 60605, or Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, DC 20202, or Equal Employment Opportunity Commission (EEOC), Tower City Skylight Office Tower, Suite 859, 1660 West Second St., Cleveland, OH 44113145 4.

4.0 AFFIRMATIVE ACTION IN EMPLOYMENT

Shawnee State University is a voluntary affirmative action employer (29 CFR Part 1608). A voluntary affirmative action employment plan will be implemented in accordance with Ohio Administrative Code 123:1-49-04 and periodically reviewed. The affirmative action plan will be terminated when the minority composition of the University work force is substantially equal to the minority composition of the pool of potential employees for three consecutive years.

Adopted 4/29/91; Revised 12/7/92; Revised 6/13/97

Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.02
		ADMIN. CODE:	3362-5-03
		PAGE NO.:	1 OF 11
		EFFECTIVE DATE:	7/29/91
		RECOMMENDED BY:	President's Council
SUBJECT:	AFFIRMATIVE ACTION HIRING GUIDELINES	APPROVED BY:	Dr. Clive Veri

1.0 AFFIRMATIVE ACTION HIRING GUIDELINES

General Guidelines

The affirmative action guidelines at Shawnee State University shall, insofar as practicable and financially feasible, include taking specific actions and making special efforts to recruit, employ, and promote qualified persons who are members of groups which may have been formerly excluded or clearly underrepresented in society's institutions. Members of this "protected class" include women, minority group members (Blacks, Native Americans, Hispanic Americans and Asian Americans), handicapped, Vietnam-era and disabled veterans.

The purpose of these affirmative action guidelines at Shawnee State University is two-fold: (1) To ensure the University's equal employment opportunity policy to recruit and hire persons in all job classifications without regard to their protected class status; and (2) to ensure that no person on such basis is excluded from participating in, be denied the benefits of, or be subjected to discrimination on the part of the University.*

The ultimate responsibility for these affirmative action guidelines lies with the President. Planning, implementing, and day-to-day monitoring of this policy are the responsibilities of the vice presidents, deans, directors, and department chairpersons as they follow sound management practices and provide leadership to the staffs of their respective divisions.

* The Civil Rights act of 1964, as amended in 1972, prohibits discrimination on the basis of race, color, religion, sex, or national origin. Title IX of the 1972 Education Amendments prohibits discrimination on the basis of sex. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. The Vietnam-Era Veterans' Readjustment Assistance Act of 1974 prohibits discrimination of Vietnam-era or qualified disabled veterans. Executive Order 11246 requires a written Affirmative Action Plan.

Shawnee State University will continue to comply with Federal, State, and other applicable laws, statutes, rules, regulations, and policies, and will continue to work cooperatively with governmental and community organizations in ensuring equal employment and advancement opportunities.

2.0 PROCEDURES

Success in achieving these affirmative action guidelines requires a commitment to recruit aggressively and to develop representative pools of candidates in a timely fashion. Initiation of search procedures early in the year, even on the basis of an "anticipated vacancy," will increase the number of protected-class applicants and obviate the need for temporary or emergency appointments.

Any exception to these procedures must be explained in writing to the President for approval prior to implementing the exception.

2.1 Filling a Vacancy

The procedures to fill vacant positions shall comply with Shawnee State University Board policies as well as provisions of faculty and staff affiliation agreements.

The President is to be consulted before the search process begins. This consultation typically uses the Shawnee State University forms which describe how the search process will be conducted. Vacant positions shall not be announced before this form has been approved.

The President shall help vice presidents, and vice presidents shall help their supervisors, to develop an affirmative action recruiting plan with special emphasis on recruiting members of the protected class.

2.1.1 Request to fill a position

For a faculty position, the dean or chairperson initiates the form "Authorization for Recruitment of Professional Personnel," which must be approved by the Dean, Provost, the Vice President for Business Affairs or designee, and the President. For staff positions, the supervisor uses the "Personnel Requisition for Staff" form, approved by the director, appropriate vice president, budget director and the President.

3.0 POSITION DESCRIPTION AND ADVERTISEMENT

Preparing a position description is critical in fulfilling these Shawnee State University affirmative action guidelines. The criteria should be drawn from the initial forms used to describe staff positions and developed carefully for all positions, ensuring that each requirement is valid and reflects the listed duties of the position. It is illegal to require a qualification which might work more against members of the protected class unless that qualification can be validated as essential to the performance of the duties of the position.

The established criteria will be the basis for all subsequent advertisements and will be followed through all stages of the recruitment, screening, and interviewing process; no criteria may be used other than those announced. The requirements to be weighed most heavily are to be made clear in the position description by listing them as "minimum acceptable qualifications." Other qualifications are to be listed as "additional desired qualifications."

The advertisement shall include, among other information, the following:

- minimum acceptable qualifications (required)
- additional desired qualifications
- other Shawnee State University requirements (such as rank, classification, grade as appropriate)
- deadlines:
- for support staff positions, set an application deadline date
- for faculty and administrative staff positions, use the statement: "Screening of application will begin on (date); however, applications will be accepted until a selection is made."
- the statement: "Shawnee State seeks staff who share our commitment to students as our first priority."
- the statement: "Shawnee State University is an Affirmative Action/Equal Opportunity Employer."

3.1 INTERNAL POSITION ANNOUNCEMENT

Support positions will be posted internally for five(5) days.
Administrative positions will be announced internally for three(3) days unless the President determines the position should be filled by appointment as described in section 5.0 or 12.0 of this policy.

4.0 SEARCH AND SCREENING COMMITTEES FOR FILLING FULL-TIME POSITIONS

4.1 Support Staff

External searches for full-time support staff positions are to be conducted using a Search and Screening Committee of two to four members. If possible, a member of the protected class will be included on this Committee.

4.2 Faculty

Searches to fill full-time faculty positions will typically be conducted using a Search and Screening Committee. Such Committee will consist of four(4) to seven(7) members including faculty from the appropriate areas and, at least one member, if possible, of the protected class. The Committee will normally be chaired by the Dean or Chairperson. The requirement of at least four(4) members may be waived during the summer upon consultation with the President.

4.3 Administrative Staff

Searches for full-time administrative positions will be conducted, by a Search and Screen Committee of four (4) to seven (7) members at least one of whom should be a member of the protected class, if possible. The supervisor of the area will normally chair the Committee. The requirement of at least four (4) members may be waived during the summer upon consultation with the President.

The Committee will screen all applications and will recommend candidates to be interviewed using the Affirmative Action Record (attached). It will interview candidates either by telephone conference call and/or in person at the discretion of the Committee Chairperson and subject to availability of funds.

Insofar as practicable, the Committee will recommend no fewer than two unranked candidates to be employed unless there is evidence that one candidate clearly meets the requirements of the position better than all other candidates.

5.0 FILLING POSITIONS AS AN AFFIRMATIVE ACTION

Affirmative Action appointments may be authorized in those cases where a hiring unit has suffered chronic underutilization as defined by the University's Affirmative Action Plan. In such instances, a Search and Screening Committee shall be used, but the requirement to advertise the position publicly may be waived as an affirmative action.

Faculty and staff are encouraged to provide the President with names of members of the protected class from professional meetings and among their qualified acquaintances as potential candidates for consideration.

6.0 COMMUNICATING WITH APPLICANTS

A copy of the position description must be sent to each person expressing an interest in the position. Applicants screened out in the early stages because of basic deficiencies (e.g., not meeting the required qualifications, no terminal degree, lack of required experience or academic credentials) will be informed (after step 11.0 in the Affirmative Action Record has been completed) that they are not among the list of applicants who are under further consideration for the position.

ALL communications with applicants must be conducted through the chairperson of the Search and Screening Committee. That is, members of the Committee are to refer all applicant inquiries to the chairperson in order to avoid the possibility of an aborted search.

Any candidate who has been interviewed is not to be told that he/she is the Committee's choice until after the Committee Chairperson and the appropriate vice president have made a recommendation which has been approved by the President. After the selected candidate has accepted the position, the Committee Chairperson can then notify others who were interviewed that an appointment has been made and they are no longer under consideration.

7.0 SCREENING PROCEDURE

Rating sheets are recommended to be used in screening candidates in the initial evaluation. The sheets should list the "required" and "desired" criteria announced in the position description. Each member of the Committee is to review the credentials of all applicants and rate them according to the stated criteria. As credentials are screened, assumptions based on any nonprofessional factors must be avoided.

A record of the applicants and readily discernible information about their status as members of the protected class is to be reviewed by the appropriate vice president and the President who in consultation with the Affirmative Action Coordinator, will determine if any discriminatory practices occurred during the screening process before the "short list" is determined.

8.0 INTERVIEWING PROCEDURE

After the President approves the short list, the top-rated candidates can be interviewed. If there is evidence that one of the candidates is clearly the most qualified in the pool, it is possible to interview only that candidate.

Should the President feel that the screening process has been flawed, a re-evaluation of the candidates may be required, or the search may be aborted and the vacancy re-advertised.

During the interviewing process, special care must be taken to treat all persons the same. No questions should be asked of one race or sex that would not be asked of another. Any questions related to the candidate's race, sex, age, marital status, family situation, religion, handicap, veteran, or other non-professional characteristics must be avoided by everyone who interviews the candidates.

9.0 THE FINAL CHOICE

The only criteria used in arriving at a recommendation are the criteria which were in the position description at the start of the process. Rating sheets are recommended during the final stage of the selection.

The Committee Chairperson is to record the results of the interview process in a manner similar to that for the screening process. The record is to be reviewed by the appropriate vice president in consultation with the Affirmative Action Coordinator. The recommendation will then be forwarded to the President for final approval.

10.0 FINAL APPROVAL

Approval for all university positions shall be in accordance with the policy "Approval of Personnel Appointments." Letters of appointment will be signed by the President or his/her designee.

11.0 RETAINING RECORDS

All records related to the search are subject to review and will be maintained by the affirmative action coordinator's office for five years following the date of the report.

12.0 SPECIAL ADMINISTRATIVE APPOINTMENTS

12.1 Short Notice or Emergency Appointments to Full-Time Positions

Appointments of this type for external candidates shall follow as closely as possible the spirit and intent of the University's affirmative action guidelines. The President may appoint such individual on a temporary contract with consideration for reappointment to be based upon the individual's qualifications, performance, and/or affirmative action obligations.

12.2 Internal Appointments

The University encourages and supports the advancement and recognition of its existing employees. In an effort to provide opportunities for employees to advance, the President may appoint University employees to available positions. Internal appointments will be possible if the employee is fully qualified for the position, an external search is considered unnecessary, and the University's affirmative action guidelines are considered.

12.3 Acting Appointments

Such appointments, whether the search is conducted on or off campus, are to follow the spirit and intent of these guidelines. Acting or "interim" appointments will generally be for a maximum duration of one year. The President may extend the appointment if conditions warrant.

12.4 "Assistant to" Appointments

Such appointments are possible, with or without a search, with the appointment letter stating that the term of appointment coincides with the term of the supervisor or may be terminated before the end of the supervisor's term of office.

12.5 Other Appointments

All appointments for faculty and support staff positions will follow specified affiliation posting requirements.

13.0 DEVIATIONS FROM THESE HIRING GUIDELINES

Any deviation from these affirmative action guidelines is to be approved in writing by the President before the deviation occurs.

14.0 SUMMARY OF MAJOR STEPS TO BE FOLLOWED

- Gain approval to fill a vacant position using required forms
- Develop a position description and attach to forms
- Form a Search and Screening Committee
- Conduct an affirmative action search
- Develop a short list, using Affirmative Action (AA) Record, Part B
- Gain approval of procedures followed to date (see AA Record)
- Notify applicants who are not on the short list
- Interview candidates
- Recommend candidates to be employed (see AA Record, Part C)
- President acts to employ or recommend employment to Board of Trustees
- Candidate of the President's choice/approved by Board accepts offer
- Notify unsuccessful candidates
- Retain records

15.0 PERSONNEL EMPLOYMENT HANDBOOK

The University shall develop, and amend as necessary, a Personnel Employment Handbook that implements these Affirmative Action Guidelines.

AFFIRMATIVE ACTION RECORD
SHAWNEE STATE UNIVERSITY

This record is to be completed prior to the extension of an offer of employment. Its purpose is to provide a uniform procedure for the review of prospective Presidential contract offerings. To expedite review, this form must be completed in full with supporting documents attached.

Division:

Supervisor Responsible for the Search:

Part A: General Information

1.0 Position to be filled
(Attach a copy of job description)

2.0 Date position posted/advertised by Personnel Office:
Summary of advertising: List Name of publication(s) and date(s) appearing. Attach copies of all advertising.

- A. Local Media
- B. Regional Publications
- C. National Publications
- D. Professional Journals or Newsletters
- E. Other:

3.0 Date proposed contract to become effective:

4.0 Proposed contract type:

_____ Administrative
 _____ AY _____ FY _____ Other (Specify _____)
 _____ Faculty
 _____ Class _____
 _____ AY _____ FY _____ Other (Specify _____)

5.0 Will the proposed contract be a temporary contact _____ Yes _____ No

6.0 If position is less than full time indicate percent FTE:

Part C: Recommending Candidate (s) to be Employed

12.0 The following candidate(s) were interviewed:

13.0 The unranked candidate(s) recommended for appointment include:

14.0 Specify the reason(s) members of the protected class who were interviewed were not recommended for appointment.

15.0 I hereby certify that the above contained information is accurate to the best of my knowledge and complies with Shawnee State University Affirmative Action Policy in letter and spirit.

Search Committee:

	Name	Signatures
A.		
B.		
C.		
D.		
E.		
F.		
G.		

16.0 Vice President Approval:
I have reviewed the interview process in consultation with the Affirmative Action Coordinator and recommend the employment of the recommended candidate:

Vice President

Date

17.0 President's Approval:
With the President's approval, a verbal offer of appointment may be made, to be followed by a letter and/or contract.

President

Date

Shawnee State University

AREA: UNIVERSITY-WIDE POLICY

SUBJECT: UNLAWFUL AND PROHIBITED DISCRIMINATION
DISCRIMINATION AND HARASSMENT

POLICY NO.: 5.03 Rev.
ADMIN. CODE: 3362-5-04
PAGE NO.: 1 OF 8
EFFECTIVE DATE: 01/10/06 Rev.
RECOMMENDED BY: Affirmative
Action and Diversity Committee
APPROVED BY: Board of
Trustees

1.0 Statement of Policy

- 1.1 The educational mission of Shawnee State University requires a working and learning environment free from harassment, hostility and other unlawful and prohibited discrimination. It is our ethical and legal obligation to provide applicants, employees and students an environment conducive to learning and working. Unlawful or prohibited discrimination, including harassment, quid pro quo or the creation of a hostile environment, is not tolerated at Shawnee State University.
- 1.2 The purpose of this policy is to prevent unlawful and prohibited discrimination and harassment from occurring in the workplace and the educational environment; educate students and employees regarding their responsibilities and rights; improve morale; enhance professionalism; increase productivity; encourage victims of discrimination and harassment to come forward and ensure that prompt and effective corrective action is taken to eradicate unlawful and prohibited discrimination and harassment.
- 1.3 The implementation of this policy is the direct responsibility of each administrative and supervisory employee of the University. The President retains responsibility for overall coordination of compliance with this policy. It is the responsibility of all University employees, if they are aware of unlawful and prohibited discrimination or harassment, to report such to the appropriate University officials (ref. 10.3).
- 1.4 Conduct found to violate this policy does not necessarily establish a violation of state or federal anti-discrimination laws.

2.0 Academic Freedom

- 2.1 Freedom of expression is essential to the educational mission of Shawnee State University. Academic freedom protects the actions of a faculty member made in furtherance of this mission. Adherence to the right of freedom of speech and to the principle of academic freedom requires that all thoughts presented as ideas or the advocacy of ideas in instructional settings, if germane to the subject matter of the course being taught, be protected. Discrimination and harassment, including the creation of a hostile environment, are inconsistent with academic freedom on campus.
- 2.2 Shawnee State University is a community of students and employees where the right to freedom of thought and expression coexists with a responsibility to respect the rights of others. **Students and faculty should not be disadvantaged or evaluated on the basis of their political opinions. [See the attached ACE Statement on Academic Rights and Responsibilities]**

3.0 Definitions

3.1 Unlawful and prohibited discrimination: Any adverse employment action, including failure to hire, retain, or promote, against an individual; making decisions affecting a student, including discipline, grades, and class assignment based upon the individual's **political opinions**, race, color, religion, sex, sexual orientation, national origin, disability, age (40 years or older), veteran or other protected status under federal or state statutes.

3.2 Unlawful and prohibited harassment: A form of discrimination that can be directed at any individual based on race, color, religion, sex, sexual orientation, national origin, disability, age (40 years or older), veteran, or other protected status under federal or state statutes. The two forms of unlawful harassment are quid pro quo or hostile environment.

3.2.1 Unlawful and prohibited harassment can occur from a single severe overt action such as physical assault or from a pattern of unwelcome statements or actions that are sufficiently severe or pervasive so as to interfere with an individual's work performance, or create an intimidating, hostile or offensive work or academic environment, when:

3.2.1.1 Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic activities (quid pro quo); or,

3.2.1.2 Has the effect of interfering with an individual's employment or academic performance, or, creates an intimidating, hostile, or offensive working or educational environment (hostile environment). Examples of hostile environment harassment may include, but are not limited to:

Comments that are negative and consistently targeted at one gender, race, or other Title VII category, or sexual orientation.

Unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment.

Threats and demands to submit to sexual requests in order to obtain or retain any educational or employment benefit.

Verbal conduct such as epithets; derogatory or obscene comments; slurs or sexual invitations; negatively stereotypical jokes; propositions; suggestive, insulting, obscene comments or other verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies, race-based insults, intimidations, or ridicule.

Unwelcome and repeated flirtations and sexual advances; leering; whistling; touching; or more severe actions such as pinching; assault; coerced sexual acts; blocking normal movements.

Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures or other displays in the work place of sexually or racially derogatory objects or pictures; transmitting or posting via electronic or other medium defamatory, harassing, obscene or threatening messages or any communications prohibited by law.

4.0 Consensual relationships

4.1 No person involved in a consensual sexual relationship should have direct responsibility for evaluating the employment or academic performance or for making decisions regarding the promotion, tenure, or compensation of the other party to the relationship. Consensual sexual relationships between supervisor and employee or between faculty and student under their authority are strongly discouraged. If such a relationship exists, the supervisor or faculty member should take steps to terminate any supervisory or academic authority that exists.

5.0 Application of policy off campus and Reasonable Person Standard

- 5.1 Unlawful discrimination and harassment are unacceptable not only in the workplace but in other work/academic-related settings such as academic field trips, athletic events, business trips and business-related social events.
- 5.2 In determining whether an action or actions constitute harassment, the standard to be applied is that of the reasonable person of the same status as the complainant as established by case law. For example, the viewpoint of a “reasonable female” should be applied when the complainant is a female. The courts have found that “not intending to harass” is not an acceptable defense.

6.0 Prohibitions

- 6.1 It is a violation of this policy for any student or employee of the University to engage in unlawful or prohibited discrimination or harassment.
- 6.2 It is a violation of this policy to retaliate against any member of the University community who files a complaint of discrimination or harassment. Retaliation is illegal and is contrary to the letter and spirit of this policy.
- 6.3 It is a violation of this policy for anyone to make, or threaten to make, a false accusation of unlawful or prohibited discrimination or harassment, or to otherwise use this policy in a manner inconsistent with its stated purpose.

7.0 Responsibilities

- 7.1 Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility and to provide education and training to department or unit personnel on this policy on a regular basis.
- 7.2 It is the professional responsibility of all members of the University community to discourage unlawful or prohibited discrimination or harassment and to cooperate in any investigation resulting from a possible violation of this policy.

8.0 Inquiries

An inquiry about this policy is not considered a complaint nor is it considered notification to the University of an alleged violation of policy.

9.0 Office of Ombuds

- 9.1 The Ombuds Office provides an opportunity for informal discussion of issues or concerns outside the formal channels. The Ombuds Office is available to listen, discuss, answer questions, provide information, and help the employee develop options for resolving problems or conflicts. Employees are encouraged to contact the Ombuds Office if unclear about the particular nature of the concern or if assistance is needed in determining where to go for help. The Ombudsperson will assist in considering and exploring options. Utilizing the Ombuds Office is strictly voluntary and does not constitute notification to the University of an alleged violation of policy.
- 9.2 Ombuds service for student needs is described in detail in the student handbook and is provided by the vice president for student affairs.

10.0 Complaint Procedures

The University encourages individuals who believe they are victims of unlawful or prohibited discrimination or harassment to promptly notify the offender that the behavior is not welcome. It is understood that power and status disparities between the alleged offender and the complainant may make such a confrontation difficult. Therefore, in addition to direct communication with the offender, the complainant may elect to report the behavior in the following manner:

- 10.1 Informal Complaint - An informal complaint can be addressed through university officials identified below. An official may recommend or aid in setting up an informal meeting with the appropriate supervisor, a discussion with the person accused with the university official present, the university official discussing the complaint with the accused without the complainant present, or filing of a formal complaint. Other actions may be identified during the course of the initial interview. Every effort will be made to address and resolve informal complaints in an educational and preventive manner. The decision to proceed informally initially does not preclude the filing of a formal complaint at some later point prior to the completion of the informal complaint process. Nor is filing an informal complaint a prerequisite for filing a formal complaint. However, a complainant should not simultaneously maintain complaints arising from the same occurrence with more than one office.
- 10.2 Formal Complaint - A formal complaint must be written, signed by the complainant and filed with authorized university officials within 180 days of the alleged incident(s) [300 days for complaints under EEOC jurisdiction, 29 CFR § 1601.13]. This timeline may be extended if the incident was reported under the informal complaint step within 180 days or 300 days for EEOC jurisdiction complaints, is being actively investigated and a decision to proceed as a formal complaint is made by the complainant or the receiving official. It may also be extended if a complaint was delayed due to the complainant's fear of retaliation and sufficient evidence is provided that would justify the extension. Formal complaints received by other university officials must be submitted to the affirmative action officer for investigation.
- 10.3 Authorized University Officials
 - 10.3.1 An aggrieved faculty member should report to the provost or the offender's supervisor.
 - 10.3.2 An aggrieved administrator, staff, or student employee should report to his/her immediate supervisor, supervisor of the offender, or the supervisor's supervisor.
 - 10.3.3 An aggrieved individual may report to any individual listed in this section. For example, an aggrieved student may report to the vice president for student affairs, provost, offender's supervisor, supervisor's supervisor or affirmative action officer.
 - 10.3.4 The affirmative action officer is an alternative for any of the above reporting points.
- 10.4 Student filing a complaint against a student - An aggrieved student who wishes to file a complaint for unlawful discrimination or harassment by another student should report to the vice president for student affairs or the Title IX coordinator.
- 10.5 State and federal offices which receive discrimination and harassment complaints are:
 - 10.5.1 Ohio Civil Rights Commission (OCRC), Regional Office, Holiday Office Park 801B West 8th St., 2nd Floor, Cincinnati, OH 45203, 513.852.3344; Central Office, 1111 E. Broad Street, Suite 301, Columbus, Ohio 43205, 614.466.2785 or 888.278.7101.
 - 10.5.2 Equal Employment Opportunity Commission (EEOC), Tower City Skylight Office Tower, Suite 850, 1660 West Second Street, Cleveland, OH 44113-1454, 800.669.4000

11.0 Investigation of a Formal Complaint

- 11.1 The affirmative action officer or a designee of the president is responsible for conducting an investigation of a formal complaint. These investigation results will be reviewed with three members of the advisory panel selected by the investigating official from the constituent representatives (see section 12.0). The three advisory panel members may accept the initial investigation results, recommend the investigator explore additional facts, or conduct an independent investigation.
- 11.2 The affirmative action officer or the University president may refer an investigation to the full advisory panel. In such case that the full advisory panel is involved in the initial investigation and if a request for review is received from either party, a temporary full advisory panel will be constituted in accordance with section 12.0 for the sole purpose of conducting such review.
- 11.3 Written notice will be given promptly to the parties (complainant and alleged offender) when an investigation has been initiated.
- 11.4 Every effort will be made to timely conclude both the initial investigation and the advisory panel recommended actions within 60 calendar days of the filing of a formal complaint. A report listing the findings of facts will be prepared and referred to the appropriate administrative official with the authority to take action (e.g. divisional vice president, provost, president, etc.) if required. Should additional time be needed to assure a thorough investigation, the investigating official may request an extension from the president.
- 11.5 Every possible effort will be made to keep an investigation confidential and to protect the privacy of all individuals involved to the extent permitted under Ohio law. Information concerning the investigation will be shared with others on a "need to know" basis only.
- 11.6 In some instances and if deemed necessary by the investigating official, the University may place the accused on paid leave pending the results of an investigation. The purpose of the leave is to protect all parties and is not an indication of guilt.
- 11.7 When the alleged harassment takes place in an instructional setting and the alleged harasser believes the allegation involves actions protected by academic freedom, the investigating official shall request the University Faculty Senate (UFS) and Shawnee Education Association (SEA) presidents to designate faculty representatives for consultation purposes. The UFS president and the SEA president may designate the same faculty member or two different faculty members in which case both designees will serve as faculty consultants. In the event that the faculty consultant(s) do not agree with the determination of the investigating official, the faculty consultant(s) may file a dissenting report that will be included with the investigating official's final report. The intent is to provide the investigating official with consultative support so that due regard for academic freedom is maintained during the course of the investigation.
- 11.8 In an effort to protect or preserve the integrity of electronic or hard copy records during the course of an open investigation, the investigating official will restrict access to such records. This action must be in compliance with applicable university policies and federal/state laws.

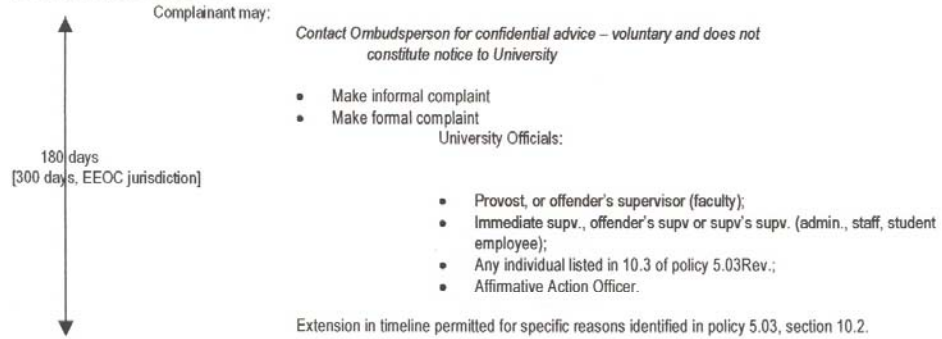
12.0 Advisory Panel

- 12.1 The advisory panel will include two (2) faculty members, two (2) administrators, two (2) support staff and one (1) Administrative Technical Support Staff (ATSS), selected via the constituent governance process. If a student is involved, a student member will be identified through consultation with the student government association. Membership, except for the student, will be for staggered three-year terms in order to permit training and to allow continuity of experience.

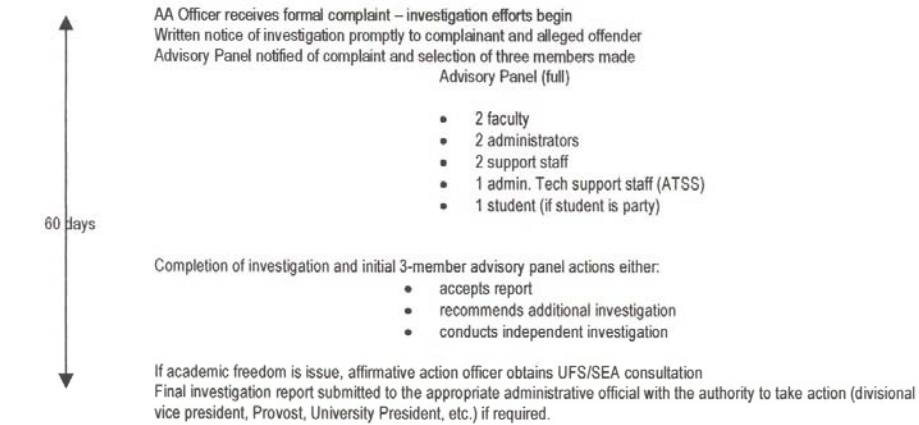
- 12.2 The advisory panel is strictly advisory in nature. Its purpose is to assure that independent and impartial review of the allegations has occurred.
- 12.3 Any advisory panel member who has direct involvement in a complaint or matter under review should self identify and will be excused from an investigation review or appeal. Members are expected to maintain the strictest confidence in all matters concerning investigations and proceedings.
- 13.0 Investigation Review
- 13.1 Within 14 workdays of receiving the final investigation results, the complainant or the accused may submit a written request for a review of the investigation results to the investigating official.
- 13.2 Within 14 workdays of receiving the review request, members of the advisory panel who did not participate in the initial investigation will convene for the purpose of reviewing the final investigation results.
- 13.3 Within 30 working days from the date convened, the advisory panel will submit a written report of the review of the investigation to the University President. The advisory panel's report will be given consideration by the appropriate administrative official when considering possible action(s).
- 13.4 The advisory panel's role is to review the procedures of the investigation for fairness and to determine if the findings of facts are supported by substantial evidence. The advisory panel does not decide or recommend disciplinary action. If discipline is required, the appropriate administrative official will be responsible for its implementation.
- 14.0 Discipline
- 14.1 Any disciplinary action resulting from a violation of this policy will be proportionate to the seriousness of the offense and will be designed to eliminate the unlawful discrimination or harassment.
- 14.2 Any supervisor who fails to report a complaint of possible violation(s) of this policy may be subject to disciplinary action.
- 14.3 Any person found to have made false allegations of unlawful discrimination or harassment is subject to disciplinary action up to and including termination.
- 14.4 Disciplinary measure(s) imposed upon the accused shall not violate the provisions of the appropriate labor agreement(s) or administrative policy concerning non-bargaining unit appeals. These may be obtained by contacting the Human Resources Department.
- 15.0 Record Retention and Public Records
- 15.1 Upon the conclusion of a formal investigation, the final report and related documents will be retained in accordance with the University's records retention schedule. Release of copies of such documents shall be handled in accordance with ORC Chapter 149, Ohio Public Records Act and Board of Trustee policy 5.19, Requests for Access to/and Copies of Public Records.

Unlawful and prohibited discrimination and harassment Investigation *Flowchart*

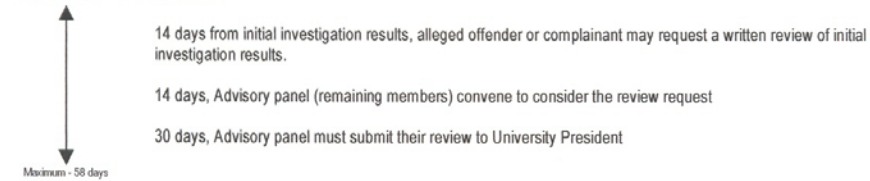
Incident Occurs



Investigation Begins



Review Process



Inaction/action Appropriate administrative official will consider panel's report when considering possible action

Record Retention Affirmative Action Officer maintains records per ORC 149.

American Council on Education



Statement on Academic Rights and Responsibilities

Intellectual pluralism and academic freedom are central principles of American higher education. Recently, these issues have captured the attention of the media, political leaders and those in the academy. This is not the first time in the nation's history that these issues have become public controversies, but the current interest in intellectual discourse on campus suggests that the meaning of these terms, and the rights and responsibilities of individual members of the campus community, should be reiterated.

Without question, academic freedom and intellectual pluralism are complex topics with multiple dimensions that affect both students and faculty. Moreover, America's colleges and universities vary enormously, making it impossible to create a single definition or set of standards that will work equally well for all fields of academic study and all institutions in all circumstances. Individual campuses must give meaning and definition to these concepts within the context of disciplinary standards and institutional mission.

Despite the difficulty of prescribing a universal definition, we believe that there are some central, overarching principles that are widely shared within the academic community and deserve to be stated affirmatively as a basis for discussion of these issues on campuses and elsewhere.

- American higher education is characterized by a great diversity of institutions, each with its own mission and purpose. This diversity is a central feature and strength of our colleges and universities and must be valued and protected. The particular purpose of each school, as defined by the institution itself, should set the tone for the academic activities undertaken on campus.
- Colleges and universities should welcome intellectual pluralism and the free exchange of ideas. Such a commitment will inevitably encourage debate over complex and difficult issues about which individuals will disagree. Such discussions should be held in an environment characterized by openness, tolerance and civility.
- Academic decisions including grades should be based solely on considerations that are intellectually relevant to the subject matter under consideration. Neither students nor faculty should be disadvantaged or evaluated on the basis of their political opinions. Any

member of the campus community who believes he or she has been treated unfairly on academic matters must have access to a clear institutional process by which his or her grievance can be addressed.

- The validity of academic ideas, theories, arguments and views should be measured against the intellectual standards of relevant academic and professional disciplines. Application of these intellectual standards does not mean that all ideas have equal merit. The responsibility to judge the merits of competing academic ideas rests with colleges and universities and is determined by reference to the standards of the academic profession as established by the community of scholars at each institution.

- Government's recognition and respect for the independence of colleges and universities is essential for academic and intellectual excellence. Because colleges and universities have great discretion and autonomy over academic affairs, they have a particular obligation to ensure that academic freedom is protected for all members of the campus community and that academic decisions are based on intellectual standards consistent with the mission of each institution.

June 23, 2005

The following organizations have endorsed this statement:

- American Association of Community Colleges
- American Association of State Colleges and Universities
- American Association of University Professors
- American Council of Learned Societies
- American Council on Education
- American Dental Education Association
- Association of American Colleges and Universities
- Association of American Law Schools
- Association of American Universities
- Association of Catholic Colleges and Universities
- Association of Governing Boards of Universities and Colleges
- Association of Higher Education Facilities Officers
- Association of Jesuit Colleges and Universities
- The College Board
- ACPA—College Student Educators International
- College and University Professional Association for Human Resources
- Council for Advancement and Support of Education
- Council for Christian Colleges and Universities

Statement on Academic Rights and Responsibilities

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- Council for Higher Education Accreditation
- Council for Opportunity in Education
- Council of Graduate Schools
- Council of Independent Colleges
- EDUCAUSE
- Hispanic Association of Colleges and Universities
- National Association for Equal Opportunity in Higher Education
- National Association of Independent Colleges and Universities
- National Association of State Universities and Land-Grant Colleges
- National Association of Student Personnel Administrators
- National Collegiate Athletic Association
- University Continuing Education Association

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Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.04
		ADMIN. CODE:	3362-5-05
		PAGE NO.:	1 OF 1
		EFFECTIVE DATE:	6/14/91
		RECOMMENDED BY:	President's Council
SUBJECT:	AFFIRMATIVE ACTION ADVISORY COMMITTEE	APPROVED BY:	

1.0 INTRODUCTION

Shawnee State University is obligated by law, executive orders and moral conviction to implement its Institutional Statement of Non-Discrimination. This policy establishes an Affirmative Action Advisory Committee and specifies its purpose, objectives and membership.

2.0 PURPOSE, OBJECTIVES AND COMPOSITION OF THE COMMITTEE

2.1 Purpose of the Committee

It shall be the purpose of the Affirmative Action Advisory Committee to serve as an advisory body to the Office of the President. The Committee shall assist Shawnee State University in fulfilling its responsibilities as outlined in its Institutional Statement on Non-Discrimination.

2.2 Objectives of the Committee

- 2.2.1 To call to the attention of the President problems and concerns of an institutional nature related to discrimination;
- 2.2.2 To write, review, and recommend to the President, when and where appropriate, policies and procedures needed to deter acts of discrimination;
- 2.2.3 To assist the Affirmative Action Coordinator, when requested by the President, in the investigation of allegations of discrimination;
- 2.2.4 To plan and conduct continuing education activities that will sensitize the Shawnee State University community on issues related to equal opportunity and affirmative action.

2.3 Committee Membership

The President shall appoint a seven-person committee, comprised of two faculty members (one with continuing contract status, one without), two staff members (represented and non-represented), two students, and the Affirmative Action Coordinator (ex officio). Members will serve for one-year terms and may be reappointed to a maximum of three terms to allow for continuity of membership. The chairperson of the Committee will be elected annually by its members.

Shawnee State University

AREA:	UNIVERSITY-WIDE	POLICY NO.:	5.05
		ADMIN. CODE:	3362-5-06
		PAGE NO.:	1 OF 4
		EFFECTIVE DATE:	11/4/91
SUBJECT:	AFFIRMATIVE ACTION PROGRAM FOR VIETNAM ERA AND DISABLED VETERANS	RECOMMENDED BY:	President's Council
		APPROVED BY:	

This program statement is issued in accordance with federal regulations implementing Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. This program addresses Shawnee State University's commitment to affirmative action to achieve and maintain equal opportunity for disabled veterans and veterans of the Vietnam era.

1.0 POLICY

As part of its policy on non-discrimination, Shawnee State University is committed to providing all individuals an equal opportunity to work, to advance, and to receive compensation. Shawnee State University is also committed to taking affirmative action to achieve such equal opportunity for veterans of the Vietnam era and for disabled veterans. It is the policy of the University that no person shall be discriminated against in opportunities for employment, or for advancement in employment, on the basis of status as a veteran of the Vietnam era or as a disabled veteran. Responsibility for the administration of this policy is assigned to the Affirmative Action Coordinator.

2.0 DEFINITIONS

The following definitions are directly relevant to the administration of this policy:

2.1 Shawnee State University is a contractor within the meaning of Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. That section is implemented by regulations issued by the Office of Federal Contract Compliance Programs (OFCCP) of the United States Department of Labor.

2.2 Disabled veteran is defined as a person who either:

2.2.1 was discharged or released from active duty for a disability which was incurred or aggravated in the line of duty, or

2.2.2 was entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more, and

2.2.3 who is capable of performing a particular job, with reasonable accommodation to his/her disability.

- 2.3 Veteran of the Vietnam era is defined as a person who:
- 2.3.1 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
 - 2.3.2 was discharged 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.

3.0 AFFIRMATIVE ACTION

In order to insure compliance, the following steps shall be taken by the University:

- 3.1 **Maintain** records of past and current activities in employing and advancing disabled veterans and veterans of the Vietnam era. Maintain records of applicants and employees who have identified themselves as disabled veterans or veterans of the Vietnam era and who wish to be covered by the Affirmative Action Program.
- 3.2 **Review** all personnel practices to determine and eliminate any barriers to employment and promotion which are not job-related.
- 3.3 **Review**, at the time job openings are filled, all physical and mental job qualifications to insure job-relatedness, consistency with business necessity, and the safe performance of the job.
- 3.4 **Attract**, through positive steps, qualified disabled and Vietnam era veterans not currently in the work force who have requisite skills and can be recruited through affirmative action measures. Such action to include: posting of all notices prescribed by the Department of Labor regarding employment of disabled veterans and veterans of the Vietnam era; sending written notification to all applicant referral sources, including the local state employment service, that the University does not discriminate against disabled veterans and veterans of the Vietnam era and seeks the referral of such qualified persons.
- 3.5 **Establish** relationships with appropriate rehabilitation agencies or facilities in the employing area able to furnish advice, technical assistance and applicants for employment.

- 3.6 **Invite** employees and applicants for employment who are covered by the Vietnam Era Veterans Readjustment Assistance Act of 1974 (Section 402) to identify themselves. Publish articles annually in the University newsletter to make employees aware that voluntary disclosure forms are available. In addition, distribute voluntary disclosure forms along with applications for employment to all applicants.
- 3.7 **List** all employment openings for jobs paying less than \$25,000 per year with the local state employment service. Such listing will not apply to openings which the University proposes to fill from within.
- 3.8 **Consider**, when determining the qualifications of a disabled or Vietnam era veteran, only that portion of the military record and discharge papers relevant to the specific qualifications for which the veteran is being considered.
- 3.9 **Accommodate** qualified disabled veterans and/or handicapped individuals as hired or promoted, provided the cost of such accommodation is not an undue hardship to the University.
- 3.10 **Ensure** the compensation offered will not be reduced because of any disability income, pension or other related benefit the applicant or employee receives from another source.
- 3.11 **Inform** all employees and applicants for employment of the requirements of Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the University's responsibility to take affirmative action in employing disabled veterans and veterans of the Vietnam era.
- 3.12 **Include** the affirmative action clause in applicable subcontracts and send written notification of the University policy to subcontractors, vendors, and suppliers.
- 3.13 **Establish** procedures internally for processing complaints by employees of alleged discrimination because of their status as disabled veterans and/or Vietnam era veterans. The Affirmative Action Coordinator will be responsible for investigating any internal complaints alleging discrimination.
- 3.14 **Submit** the Affirmative Action Program and summary reports where and when required to the Assistant Secretary of Labor and update such Program as required.

- 3.15 **Review** with all management personnel the Affirmative Action Program for Disabled Veterans and Veterans of the Vietnam Era and the action required to implement it. In addition, keep management informed of the latest developments regarding veterans.
- 3.16 **Meet** with union officials to inform them of the University's policy, and request their cooperation.
- 3.17 **Include** non-discrimination clauses in all union agreements, and review all contractual provisions to insure they are non-discriminatory.

4.0 REPORTING

The University will comply in all respects with all applicable regulations of the Office of Federal Contract Compliance (OFCCP) of the United States Department of Labor. Those regulations are available in the office of the Director of Personnel/Affirmative Action, and a listing of the pertinent regulations will be posted conspicuously at various locations on campus.

5.0 COMPLAINTS

Any employee or applicant for employment who has reason to believe that he or she has suffered discrimination on the basis of status as a disabled veteran or veteran of the Vietnam era may file a written complaint to such effect with the Affirmative Action Coordinator. The University will comply with requirements of 41 CFR Ch. 60, par. 60-250.26 in its investigation of such complaint and will insure the appropriate remedy is implemented as required by law. Records of such remedy will be maintained by the University. The privacy and dignity of individuals shall be protected in all record keeping and reporting of actions taken as required by law and in all activities connected with the implementation of this policy.