

Update to 1999 Affirmation Action Plan  
And  
Expansion of Diversity in Recruitment

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## **1. Objective: Have all Governing Policies identified and available**

### **Affirmative Action/EEO Policy Statement**

#### Human Resources Policy 1.2—Faculty Handbook 3.1

The Administration of Northeastern State University strongly supports the fundamental belief and commitment to the principles of equality and opportunity for all people.

This institution,...in compliance with and to the extent required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act of 1990 and other applicable federal laws and regulations, does not discriminate on the basis of race, creed, color, national origin, sex, age, religion, disability, genetic information, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

To stimulate efforts toward increasing involvement of persons from diverse backgrounds, the University has developed and revises periodically an Affirmative Action Plan. Northeastern's Affirmative Action Plan guides efforts related to selection, placement, training, and promotion of all employees with respect to personnel actions, such as compensation, reassignments, inservice training, tuition, or other professional growth subsidies and termination. The continual thrust of the University's plan is to employ and retain individuals who are members of a diverse group which may be or may become under-utilized in the total employment force. However, the primary criterion for employment shall be the ability of the employees to perform the work. Every member of management is responsible for insuring his/her department's compliance with the University's commitments and policies. Overall monitoring responsibility for Northeastern's Affirmative Action Program and 504 Compliance has been assigned to the Affirmative Active Officer. Employees should contact the Office of Human Resources immediately if they believe that any of these policies have been violated.

#### Regional University System of Oklahoma Policy 5.1-5.2

5.1 Equal Opportunity: RUSO, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans With Disabilities Act and to the extent required by these and other federal laws and regulations, does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

5.2 Affirmative Action: The Affirmative Action Plan at each university serves to supplement the Regents' policy on equal opportunity as it pertains to employment, and is an integral part of the employment policies of the Board.

### **Policies supporting commitment to Staff Employment**

HR 2.0 Employment—clear definitions of Staff Employment Categories

HR 2.2 Position Development—creation and development of positions

HR 2.3 Recruitment—Procedures

HR 2.5 Promotions/Transfers/Demotions--

HR 2.8 Direct Appointments—Presidential privilege

Forms available on [www.nsuok.edu/hr/forms](http://www.nsuok.edu/hr/forms)

## **Policies supporting the commitment to Faculty Employment**

- 3.12 Faculty Recruitment
- 3.13 Advertising
- 3.14 Screening Committee
- 3.15 Interview
- 3.16 Offering a Position

## **Dissemination of Non-Discrimination Information**

The governing policy (HR 1.2) is available electronically on [www.nsuok.edu/hr/resources](http://www.nsuok.edu/hr/resources) in both the Faculty Handbook and the Employment Handbook for All Faculty and Employees. Information is also available in the Faculty Hiring Guide and the Staff Hiring Guide. These manuals are available to all interested parties via the internet. Printed copies are available in all NSU departments. The Human Resources Department is responsible for distribution and updates.

Nondiscrimination information is also available to Position Search/Screen Committees through training on Blackboard and the online application system (EAS).

### **2. Objective: Assign responsibilities for program development**

#### **Responsible for Implementation**

The University President, as chief executive officers, has the primary responsibility for implementation of the Affirmative Action Plan. Certain administrative duties have been assigned to the Director of Human Resources through designation as the Affirmative Action Compliance Officer. The General Counsel has also been designated as the Title IX Coordinator for the University. The President appoints a university Affirmative Action Committee annually.

- **Affirmative Action Compliance Officer** functions include but are not limited to:
  1. Developing policy statements, affirmative action programs and internal and external communication techniques.
  2. Assisting in the identification of problem areas and working with the administration, faculty and staff in finding solutions to those problems.
  3. Serving as liaison between the institutions, the Board of Regents of Regional University System of Oklahoma.
  4. Informing the administration of the latest developments in the equal opportunity area.
  5. Track employment and promotional activities to evaluate plan advancements
  6. Assist employees with personal career counseling.
  7. Assuring all current employees are given opportunities to apply for a transfer and/or promotion when a vacancy exists.
  8. Conducting a periodic review of the physical aspects of the University to ensure that posters and recruitment notices are properly displayed.
  9. Assuring no employee is subjected to any form of harassment as a result of affirmative action efforts
  10. Assuring employees are aware of appeal/grievance rights and procedures when they believe they have been discriminated against.
- **Affirmative Action Committee Function:** Provide review for employee complaints regarding civil rights compliance.

- Diversity Task Group Function: Continue to work with campus to diversify staff and faculty through reviewing recruitment efforts, hiring practices and campus climate of supports and by recommending changes based upon those reviews.

3. Goal: have Appeal and Grievance Procedures identified and available.

- Appeal and Grievance Procedures

Appeal and grievance procedures have been adopted by the university and are published in the Employment Handbook for all Faculty and Staff. (HR 6.4.2 Appeals and HR 6.5 through HR 6.5.7 Employee Grievances). Available on [www.nsuok.edu/hr/resources](http://www.nsuok.edu/hr/resources)

Grievances related to Faculty complaints are governed by the Faculty Handbook Section 3.7. Available on [www.nsuok.edu/hr/resources](http://www.nsuok.edu/hr/resources)

4. Goal: identify special circumstances related to discrimination and harassment with governing policies available.

- Sexual Harassment

HR 8.0 Northeastern State University affirms its commitment to ensuring an environment for all employees and students which is fair, human, and respectful – an environment which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. (Faculty Handbook 3.22-3.25)

#### Addendum A

Initial work of Diversity Task Group

#### Diversity Hiring

##### Emphasis: Locate—Recruit—Retain

1. Expand interaction with Search Committees
2. Expand advertising
  - \*Higher Ed Jobs.com—Diversity Postings \$570/10
  - Academic Careers—\$195 per posting
  - Academic Network—
    - \*Higher Ed Directory for Diversity (HEDD) \$50 yr
    - \*Minority Faculty Applicant Database(MFAD) \$500 yr
  - Elite Search Service--\$200 per posting
  - Minority Recruitment Brochure--\$224 once a year
  - Minority Professional Organizations
  - National Registry of Diverse/Strategic Faculty—TTU-\$750 yr
3. Revise Postings
  - \*Change EEO Statement
  - \*Rearrange information on postings to peak interest in NSU
4. Involve others in recruitment
  - Alumni Association
  - Career Services
  - Establish a reward for referrals that are hired
5. Grow our own
  - Scholarships tied to service to NSU
  - Revise tenure for young women having children

6. Training

Minority Recruitment Training--\$3000 for two hrs—they come to us

7. Other Ideas

Establishment of Diversity Coordinator and Inclusion position reporting to President's Cabinet.

\*Indicates work has been done in this area by January, 2012