

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It has been, and continues to be, the policy of Hofstra University to assure that employees are recruited, hired and promoted into all job classifications without regard to race, religion, color, national origin, sex, sexual preference, age or disability; except where sex, age or other condition is a bona fide occupational qualification and the disabling condition(s) demonstrably impairs job performance or constitutes a safety or health hazard for the employee or others.

As a recipient of grants and contracts from the United States Government, Hofstra University has pledged to take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, sex, sexual preference, age or disability.

As used in this statement of University policy, the phrase "affirmative action" is defined as specific, creative and result-oriented programs designed to increase the utilization of members of minority groups in all segments of the University's work force and especially in administrative, faculty and other professional classifications. Affirmative action also extends to policies and practices that affect students, all employees and applicants for employment or service to the University.

The phrase "members of minority groups" as used in this statement of policy refers to the legal definition of minority groups provided by the Federal Government.

I. AFFIRMATIVE ACTION & EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

A. University Responsibilities

Hofstra University has an established policy of Affirmative Action (A.A.) and Equal Employment Opportunity (E.E.O.). We expect all faculty and staff members with personnel authority and responsibility to set an example for the University by intensifying their efforts now and on a continuing basis to attract qualified minority group applicants especially for administrative, faculty and other professional classifications. We expect each department head to review periodically his or her present personnel policies and practices to assure that equal employment opportunity is being implemented actively. In order to communicate effectively and interpret the University's A.A./E.E.O. Policy to all levels of supervision, to all other employees, recruiting sources, community agencies and the public generally, the following will be undertaken immediately:

1. employees will be reminded of the University's written statement of A.A./E.E.O. Policy by:

- a. distribution annually of the policy statement to all faculty and staff personnel with responsibility for its implementation and administration;
 - b. dissemination, where and when appropriate, of the policy and related activities in faculty and staff handbooks, general University publications, at faculty and staff meetings and in briefing sessions with new employees;
2. all employment and recruiting sources where job vacancies are advertised or listed by the University will be reminded of its A.A./E.E.O. policy, both verbally and in writing. Direct contact will be made with those agencies public and private that are concerned with the employment of minorities and their career development;
 3. notices will continue to be posted on bulletin boards in locations where applicants are interviewed. The notices will inform employees and applicants of their rights under the Civil Rights Act of 1964 and Executive order number 11246.

B. Responsibilities and Obligations of All Department Heads

In order to implement the Affirmative Action/Equal Employment Opportunity Program in all personnel practices of this University, every faculty and staff member with personnel authority and responsibility must: 1. recruit, hire and promote (and when necessary, terminate) for all job classifications without regard to race, religion, color, national origin, sex, sexual preference, age, or disability; except where sex, age or other condition is a bona fide occupational qualification and the disabling condition(s) demonstrably impairs job performance or constitutes a safety or health hazard for the employee or others;

2. base employment and promotion decisions solely upon the individual's qualifications for the position being considered;
3. insure that all other personnel actions regarding such matters as compensation, benefits, transfers, University sponsored training, education, tuition assistance, social and recreational programs are administered without regard to race, religion, color, national origin, sex, sexual preference, age or disability; except where sex, age or other condition is a bona fide occupational qualification and the disabling condition(s) demonstrably impairs job performance or constitutes a safety or health hazard for the employee or others;
4. work continuously to achieve the objectives of this Affirmative Action/Equal Employment Opportunity Program, and continue to place emphasis in finding qualified minority group candidates for hiring and on developing the abilities of such employees for promotion.

C. Duties of the Affirmative Action Officer

The President of the University will appoint an Affirmative Action Officer from among candidates (at least 2) recommended to him/her after a search by the then current Affirmative Action Committee. This Officer will serve on at least a half-time basis with staff support. The duties of the Affirmative Action Officer, who reports to the President in an advisory capacity, will be primarily to monitor compliance with affirmative action and equal employment opportunity policies including, but not necessarily limited to:

1. developing and recommending policy statements, affirmative action programs, internal and external communication techniques, and publicizing the Affirmative Action and Equal Employment Opportunity Policy throughout the University in order to increase awareness of affirmative action and equal employment opportunity;
2. identifying problem areas;
3. advising Academic Deans and Heads of Administrative Departments regarding solutions to problems;
4. serving as liaison between University and compliance or enforcement agencies, minority group organizations and community action groups;
5. keeping Academic Deans and Heads of Administrative Departments informed of latest developments in the entire affirmative action/equal employment opportunity area;
6. requesting Department Heads to
 - a. identify problem areas (under-utilization of women and minority groups and the reasons thereof) in the department;
 - b. indicate what measures will be taken to correct the problem,

and
 - c. submit reports showing what progress has been achieved, including reports on the recruitment, interviewing or testing, employment or rejection of minority and non-minority applicants for positions;
7. submitting an annual report to the President and the University community of the University's affirmative action/equal employment opportunity efforts and results.

In accordance with the above policy, the University will conduct annual analysis or audits of all personnel actions to insure the existence of equal opportunity. The Affirmative Action Officer will monitor the University's progress in this regard, and also investigate grievances concerning reported violations of the terms of this policy.

D. Affirmative Action Committee

The Affirmative Action Committee shall include one member selected from each of the following constituencies: faculty, chairpersons, administration, staff and students. To ensure appropriate representation of minorities, women and persons with disabilities, members-at-large may be selected by the Affirmative Action Committee, subject to the approval of the President of the University.

The duties of the Affirmative Action Committee will be to:

1. review and suggest revisions to the current Affirmative Action and Equal Employment Opportunity Policy for the University. The plan will be consistent with current Federal regulations, including Title IX;
2. conduct an ongoing review of Affirmative Action and compliance with Federal regulations on campus;
3. supply the faculty with an annual written report of its findings;
4. develop recommendations for affirmative action programs and projects;
5. advise the President and the Affirmative Action Officer with respect to the foregoing.

This Affirmative Action/Equal Employment Opportunity program will be reviewed and updated as necessary.