

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Equal Opportunity/Affirmative Action	1-001 ADMINISTRATIVE July 2014
---	---

POLICY

1.01 It is the policy of OSU Institute of Technology (OSUIT):

- to be a complete equal opportunity employer in all phases of operations, toward the end of attaining the university's basic mission and goals;
- to provide equal employment and/or educational opportunity on the basis of merit and without discrimination because of age, race, ethnicity, color, sex, gender, religion, national origin, sexual orientation, veterans' status or qualified disability;
- to subscribe to the fullest extent to the principle of the dignity of all persons and their labors; in support of this principle, sexual harassment is condemned in the recruitment, appointment and advancement of employees and in the evaluation of students' academic performance;
- to apply equal opportunity in the recruitment, hiring, placement, training, promotion and termination of all employees; and to all personnel actions such as compensation, education, tuition assistance, and social and recreational programs. The university shall consistently and aggressively monitor these areas to ensure that any differences which may exist are the results of bona fide qualification factors other than age, race, ethnicity, color, sex, gender, religion, national origin, sexual orientation, veterans' status or qualified disability;
- to ensure that each applicant offered employment at OSUIT shall have been selected on the basis of qualification, merit and professional ability; and
- to provide and promote equal educational opportunity to students in all phases of the academic program and in all phases of the student life program; and consistently and aggressively monitor these areas to ensure that any differences which may exist are the results of bona fide factors other than age, race, ethnicity, color, sex, gender, religion, national origin, sexual orientation, veterans' status or qualified disability.

PROCEDURES

2.01 The university has a written affirmative action program to implement its official policies of equal opportunity employment. Statements are published regularly as to the official stance of the university in regard to discrimination and equal opportunity employment.

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

The continuing policy of the university is to actively and aggressively locate, recruit, place, upgrade and promote members of ethnic minority groups and women at all levels of the university.

- 2.02 The responsibility for the recruitment of faculty shall continue to be delegated to division chairs in conjunction with the VP of Academic Affairs. The responsibility for the recruitment of administrative and professional staff shall continue to be delegated to the appropriate unit leaders. The responsibility for the recruitment of non-exempt staff shall be delegated to the appropriate supervisors in conjunction with Human Resources. The responsibility of Human Resources shall be to refer the names of qualified candidates to supervisors.
- 2.03 A Recruitment Report is used to implement the university's plan for affirmative action in regard to equal opportunity employment. This form indicates the number of persons considered for employment, their race and sex, and the reasons why the person selected was offered employment. These reports, tabulated on a regular basis, are reviewed by the Affirmative Action Office and the appropriate administrators.
- 2.04 Human Resources will work with the Oklahoma State University Director of Affirmative Action in fulfilling the equal opportunity responsibilities in his/her designated subdivision.

Approved: August 1996
Revised: October 2006
Revised: July 2009
Revised: July 2014