

**A. The College Equal Opportunity/Affirmative Action Policies, Regulations and Procedures**

1. The Policy in Force

It is the policy of the College to promote and protect a learning and living environment where civil discourse, respect for the individual and appreciation for the diversity of human experiences are valued as compelling academic interests. Accordingly, it is a violation of the College's policy on the Prohibition of Discrimination and Harassment for any member of the College community to discriminate or harass students or employees, or applicants for admission to the College or applicants for any College employment position, based on gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veterans' status, genetic information, or disability, as proscribed by law and as further described in the policy referenced here. In addition, discrimination against members or potential members of the United States uniformed services, as proscribed by the Uniformed Services Employment Rights Act (USERRA), is also prohibited under our policy. Retaliation against any person arising from the good faith reporting of suspected violation of this policy, or for participating in an investigation of discrimination under this policy, is strictly prohibited. Full policy on the Prohibition of Discrimination and Harassment, Including Sexual Harassment and Abuse, is available at the College's policy website at [policy.cofc.edu/policy.php](http://policy.cofc.edu/policy.php).

2. Role of the Office for Human Relations and Minority Affairs

Responsibilities of the Office of Human Relations and Minority Affairs are outlined in the full policy on Prohibition of Discrimination and Harassment and include the responsibility to prepare and submit such affirmative action plans and reports as may be required under the laws of South Carolina. Prior to the submission of any such Plan, however, it shall be submitted for approval to the Vice President of Human Resources and the President's Executive Team.

3. Search, Screen and Selection Process for the Appointment of Instructional Faculty, Library Faculty and Unclassified Administrators

All administrative units and academic departments shall follow a search, screen and selection process, and use the forms provided by the Office of the Provost and the Office of Human Relations and Minority Affairs to ensure equal opportunity in accordance with the hiring policies of the College and its affirmative action program.

4. Recruitment and Promotion Process for Classified Administrators, Staff and Other Employees

All administrative units and academic departments shall follow a search, screen and selection process, and use the forms provided by the Office of Human Resources to ensure the implementation of the College's Affirmative Action and Equal Employment Opportunity policies when hiring classified administrators, staff and other employees.