

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

### 1. The Policy in Force

It is the policy of this institution to recruit, hire, train and promote employees without discrimination because of race, religion, color, political affiliation, disability, national origin, sex, sexual preference or age, except where sex or age is a bona fide occupational qualification. Furthermore, it is the College's intent to take affirmative action to remove any disparate effects of such past discrimination. This policy applies to all levels and phases of personnel administration such as recruitment, advertising, testing, hiring, training, promotion, transfer, leave practice, rates of pay and selection for supervisory positions. Furthermore, all officials and employees of this institution, as well as employment agencies, labor organizations and advertising agencies with whom this institution deals, will be informed of this statement of our practice. The President shall establish affirmative procedures to implement this policy.

### 2. Role of the Vice President for Human Relations/Minority Affairs

The Vice President for Human Relations/Minority Affairs has been designated by the President as the person who shall have responsibility for the coordination of all activities established to ensure equal opportunity in all college programs and activities, and serves as an *ex-officio* member of all search committees.

### 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/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.