

# Oklahoma State University Policy and Procedures

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

**1-0101  
GENERAL UNIVERSITY  
MAY 2004**

## POLICY

It is the policy of the Oklahoma State University:

1.01 to be a complete equal opportunity University in all phases of operations, toward the end of attaining the University's basic mission and goals.

1.02 to provide equal employment and/or educational opportunity on the basis of merit and without discrimination because of age, race, ethnicity, color, sex, religion, national origin, sexual orientation, veterans' status, or qualified disability.

1.03 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.

1.04 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, religion, national origin, sexual orientation, veterans' status, or qualified disability.

1.05 to ensure that each applicant who is offered employment at the University shall have been selected on the basis of qualification, merit, and professional ability.

1.06 to provide and to promote equal educational opportunity to students in all phases of the academic program and in all phases of the student life program; and shall 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, religion, national origin, sexual orientation, veterans' status, or qualified disability.

## PROCEDURE

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

2.02 The responsibility for the recruitment of faculty shall continue to be delegated to the Provost and Senior Vice President in conjunction with the deans of the colleges. The responsibility for the recruitment of administrative and professional staff shall continue to be delegated to the appropriate vice president in conjunction with the deans and directors within the colleges or other subdivisions of the University. The responsibility for the recruitment of classified staff shall be delegated to the Office of Human Resources in conjunction with the deans and directors within the colleges or other budgetary subdivisions of the University. It shall be the responsibility of the Office of Human Resources to refer to supervisors the names of candidates who are qualified. It shall further be the responsibility of the Office of Human Resources to list all vacancies with the Clearinghouse and the Oklahoma State News and to disseminate job information for posting on designated bulletin boards on the campus.

2.03 A Recruitment Report Form that accompanies Payroll Action Forms for University personnel 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 Each of the three campuses of the University has a person or persons to work with the Director of Affirmative Action in fulfilling the equal opportunity responsibilities in his/her designated subdivision. On the main campus, these subdivisions consist of the seven colleges and the four vice presidents' areas of responsibility.

2.05 The University is served by a Diversity Board comprised of faculty, staff members, and students. This Board serves in an advisory capacity to the Director of Affirmative Action and the Vice President for Institutional Diversity.

2.06 The University is served by a Committee for Campus Accessibility, comprised of designated administrators, staff members, and disabled students who work with the Director of Affirmative Action in the removal of barriers for the disabled.

2.07 As time and events progress, it will be necessary to reevaluate, revise, and otherwise alter the basic plan for affirmative action. In any such alteration that may come in the future, it shall be the continued objective of the University to strive toward a program of complete equal opportunity.

Original Date: January 7, 1970--Office of the President

Revised Date: December, 1976--Office of Affirmative Action

Revised Date: September 1, 1977--Office of Affirmative Action

Revised Date: May 1, 1981--Office of Affirmative Action

Revised Date: May 5, 2004 – Office of the President