



## OFFICE of HUMAN RESOURCES

EAST TENNESSEE STATE UNIVERSITY

# EEO/Affirmative Action

### **Legal Basis**

East Tennessee State University (ETSU) is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity/expression, age, genetic information, national origin, disability status, veteran status, or any other legally protected class in its programs and activities. ETSU specifically finds that diversity of faculty, administrators, and staff is a crucial element of the educational process and reaffirms its commitment to enhancing education through affirmative action to increase diversity at all levels.

The university fully complies with Executive Order 11246, as amended; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Pregnancy Discrimination Act; the Age Discrimination Act of 1967 and as amended in 1975; Titles VI and VII of the Civil Rights Act of 1964, as amended, and the CRA of 1991; the American with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008 (ADAA); Title IX of the Education Amendments of 1972; all applicable Federal and State statutes and regulations; and all ETSU Board policies and/or guidelines.

The university will not permit discriminatory employment practices or behavior, and will take affirmative action to ensure equal employment opportunity and equitable treatment in all areas of employment which include, but are not limited to: recruitment; hiring practices; promotion; tenure or retention; termination; layoff and rehiring; leave policies; salary and fringe benefits; job classification; job assignments; lines of progression and seniority; anti-nepotism policy; condition or privilege of employment.

### **EEO/Affirmative Action Program**

Responsibility for overall development, implementation, coordination, and monitoring of academic and non-academic affirmative action programs rests with the University President. He has appointed the Affirmative Action/Equal Employment Opportunity Officer for both academic and non-academic employees. The Affirmative Action Officer has been delegated authority to represent the University President in matters assuring that the university, through the vice presidents/chiefs, the deans, and the Office of Human Resources, is meeting Affirmative Action requirements.

### **Affirmative Action Guidelines**

ETSU specifically finds that diversity of faculty, administrators and staff is a crucial element of the educational process and reaffirms its commitment to enhancing education through affirmative action to increase diversity at all levels. ETSU will take affirmative action and document good faith efforts to identify and employ diverse applicants.

The following should be considered and incorporated into a search committee's electronic recruitment plan:

- The chair of each search committee/supervisor should meet with their Human Resources Business Partner and/or the EEO Specialists prior to initiating search procedures for any questions or concerns, and to review the procedures for conducting a search. This is best practice for all searches.
- Advertisements/job descriptions must clearly describe the criteria for selection. There is no required number of recruitment sources; however, search committees must demonstrate a good faith effort to recruit the position as broadly as possible. Search committees are encouraged to demonstrate they have gone beyond this standard recruiting to target diverse applicant pools specific to the position. The HR Generalist/EEO Specialist may assist in this process; however, the overall recruitment strategy is ultimately the responsibility of the search committee.
  - Faculty positions are encouraged to be advertised in discipline specific journals and with diversity focused listservs, website, and/or publications as their budget permits.
  - All full-time, one-year temporary, and administrative positions (with benefits) will require to be advertised and published under the same requirements a regular position.
  - Professional journal advertisements are encouraged.
  - Exceptions to any of the above must have prior approval from Human Resources.
- There is a list of on-line Diversity Links to assist search committees in advertising and diversifying job search pools.
- Nominations can be solicited from professional organizations, institutions, groups, and/or individuals likely to generate diverse applicants by: Direct contacts with professional organizations; mailings/contact with appropriate counterparts at other colleges and universities including Historically Black Colleges and Universities (HBCU'S), institutions with high minority enrollment, and/or institutions with high Hispanic enrollment; mailings/contact with professional organizations; review of minority data banks; and, telephone calls/contact with counterparts at other institutions.
- When making direct contact for nominations, contact should be made to personal/professional acquaintances whenever possible and should be made to appropriate departments or units. Requests should be to "enhance pool of candidates." Ask for names of potential candidates, either from that institution or current/former students of that institution or professional colleagues.
- Make direct contact with those diverse individuals nominated. Describe the position and institution. Encourage the nominee to apply for the position, if they are interested, electronically via eJobs so they can be considered.
- Document all direct recruitment efforts outside of those advertisements listed in your Recruitment Plan.
- Do not prematurely rule out minimally qualified diverse applicants based on resume/applications. Consider including the applicant in the initial interviews so that more can be learned, and you may ask for any additional information required.
- In all instances provide adequate time for responses from applicants.
- Include diverse and inclusive individuals in search/selection process.

- The interviewee pool should be representative of the applicant pool. The question to ask in determining whether to invite any applicant for an interview is whether the individual meets the minimum qualifications. Human Resources will assist with this step during the pool certification step.
- eJobs will require the search committee chairs/supervisors to complete a “Recruitment Plan” during the request to advertise. For assistance in developing an effective and inclusive recruitment plan Search Committee chairs/supervisors may find the [Effective and Inclusive Recruitment Strategies](#) helpful, or you may reach out to your [HR Business Partner](#).