



Equal Opportunity Affirmative Action

General University
1-70101
July 2018

POLICY:

It is the policy of the Oklahoma State University Center for Health Sciences:

- 1.1 To be a complete equal opportunity University in all phases of operations, toward the end of attaining the University's basic mission and goals.
- 1.2 To provide equal employment and/or educational opportunity on the basis of merit and without discrimination because of age, race, ethnicity, color, religion, sex, sexual orientation, genetic information, gender, gender identity or expression, national origin, disability, protected veteran status, or other protected category.
- 1.3 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.
- 1.4 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, genetic information, gender, gender identity, veterans' status, or qualified disability.
- 1.5 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.
- 1.6 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, religion, sex, sexual orientation, genetic information, gender, gender identity or expression, national origin, disability, protected veteran status, or other protected category.

PROCEDURE:

- 2.1 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.



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- 2.2 The responsibility for the recruitment of faculty shall continue to be delegated to the Provost and in conjunction with the Office of Human Resources in Tulsa. 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 and the Office of Human Resources in Tulsa. The responsibility for the recruitment of classified staff shall be delegated to the Office of Human Resources in Tulsa in conjunction with the deans and directors within the colleges or other budgetary subdivisions of the University. It shall further be the responsibility of the Office of Human Resources to list all vacancies with the online applicant tracking system and place advertisements as appropriate.
- 2.3 Reports are generated that indicate the number of persons considered for employment, their race and sex, and the reasons why not-selected applicants were not selected. These reports, tabulated on a regular basis, are reviewed by the Affirmative Action Office and the appropriate administrators.
- 2.4 The Human Resources Director in Tulsa will serve as the Director of Affirmative Action for OSU in Tulsa and will ensure equal opportunity responsibilities are fulfilled on the Tulsa campuses. The Human Resources Director in Tulsa will consult with the Stillwater Affirmative Action Office as needed.
- 2.5 The University is served by a Stillwater Diversity Board comprised of faculty, staff members, and students. This Board serves in an advisory capacity to the Human Resources Director in Tulsa regarding diversity related issues.
- 2.6 The University complies with the Americans with Disabilities Act of 1990. Any disability questions or accommodation requests on behalf of staff or faculty may be directed to the Human Resources Director in Tulsa or the OSU CHS Staff Attorney.
- 2.7 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.

DOCUMENT HISTORY:

Adapted from OSU Stillwater policy #1-0101

Approved by OSU CHS executive team: July 2018