

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Equal Opportunity/Affirmative Action	1-001 ADMINISTRATIVE July 2009
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POLICY

1.01 Oklahoma State University Institute of Technology will:

- Be a complete equal opportunity employer in all phases of operations, toward the end of attaining the University's basic mission and goals.
- 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, veterans' status or qualified disability;
- Sexual harassment is condemned in the recruitment, appointment and advancement of employees, in the evaluation of students' academic performance, and through the creation of hostile working or educational environments;
- 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, veterans' status or qualified disability;
- Ensure that each applicant offered employment at Oklahoma State University Institute of Technology shall be selected on the basis of qualification, merit and professional ability; and
- Provide and promote equal educational opportunity to students in all phases of the academic program and in all phases of the student life program; and 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, veterans' status or qualified disability.

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PROCEDURES

- 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. The continuing policy of the University is to actively and aggressively locate, recruit, place, upgrade and promote members of ethnic minority groups and women at all levels of the University.
- 2.02 The responsibility for the recruitment of faculty shall continue to be delegated to division chairs. The responsibility for the recruitment of administrative and professional staff shall continue to be delegated to the appropriate unit leaders. The responsibility for the recruitment of classified staff shall be delegated to Human Resources in conjunction with appropriate supervisors. The responsibility of Human Resources shall be to refer the names of qualified candidates to supervisors.
- 2.03 A Recruitment Report 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 Human Resources will work with the Oklahoma State University Director of Affirmative Action in fulfilling the equal opportunity responsibilities in his/her designated subdivision.

Approved: August 1996
Revised: October 2006
Revised: July 2009