

## COE COLLEGE

### EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

Effective July 1, 2006

#### **I. INTRODUCTION**

Coe College is a private, coeducational liberal arts college founded in 1851. The College has a tradition of being committed to providing equality of opportunity for all persons, and believes that equal employment opportunity and affirmative action to create this opportunity help to create a diverse community of faculty and staff at the College which enriches the campus for students and staff. The Equal Opportunity and Affirmative Action policy embodied in this document describes the current practices of the College in recruitment and hiring of academic and non-academic personnel. The College embraces the concept of equal employment opportunity set forth by federal law, which requires employers to base hiring, retention, promotion and salary decisions on the merit of each candidate or employee. Merit, as defined by federal law, includes a person's education, experience and work. The College is committed to affirmative action to achieve equal employment opportunities based on merit for all persons, without regard to sex, race, creed, color, national or ethnic origin, sexual orientation, religion, age, veteran status or disability, which includes taking action and instituting policies and procedures in conformity with federal, state and local laws to increase the diversity of its faculty and staff. The employment policies of the College conform to Federal, State, and Local laws on equal employment opportunity and affirmative action, including without limitation, Executive Order 11246, as amended by Executive Order 11375; Title VII, as amended, of the Civil Rights Act of 1964; and Title IX of the Educational Amendments of 1972, which prohibits, in part, discrimination based on sex in employment.

#### **II. GENERAL RECRUITMENT AND HIRING PROCEDURES.**

The procedures set forth below shall be followed with regard to the recruitment and hiring of all academic and non-academic personnel. Please refer to Sections III. and IV. of this Policy for additional procedures relating to these two groups.

A. **Policy Dissemination.** This Equal Employment and Affirmative Action Policy will be disseminated to all college employees (via the College's intranet and handbooks), contractors, sub-contractors, and recruitment sources.

B. **Recruitment Notices.** In recruiting personnel, recruitment notices shall be listed in those print and on-line sources and publications which are appropriate for the position. These listings may include internal posting, local and regional newspapers, higher education journals and national organization publications. The statement that "Coe College is an Equal Opportunity/Affirmative Action Employer" will be included in each recruitment notice, whether in print or electronic form. Notices may only specify qualification criteria based upon merit. Notices shall be approved by Deanna Jobe, before being disseminated.

C. **Job Descriptions.** A current job description for the position to be filled shall be available prior to the notice being posted. All applicants shall be provided access to the job description. Objective and subjective criteria may be listed and shall be based on the functions of the position. Essential functions of the position shall be noted.

D. Recruitment Records. Efforts of the hiring personnel shall be kept detailing the efforts made to attract diverse candidates. Every academic department head and staff supervisor involved with hiring for a position shall keep a record of the number of minority and women applications received for the position, the number of such applicants interviewed, the criteria for selection, and the reasons for selecting a particular candidate for a position. Each department head and staff supervisor shall submit an annual report of recruiting activities in May to the EOD Officer for internal use by the College and for government reporting purposes.

E. Annual Diversity Report. To the extent known, an annual update identifying the diversity characteristics of College employees will be compiled to permit an analysis of the diversity of the College's academic and non-academic personnel, the development of diversity initiatives and completion of any government reporting requirements.

F. Employment of Family Members. The College will adhere to the principle of merit in its recruiting, hiring, promotion, and salary policies. To this end, family members may be hired based upon merit only, and conflict of interest situations, or the potential for such situations, shall be avoided when making such decisions.

G. Salary. To achieve appropriate salaries for all employees in every job category or faculty discipline and rank, for both new and existing employees, periodic salary reviews will be conducted of existing personnel. Salaries for personnel in each job category or faculty discipline and rank will be compared to each other to determine whether employees' salaries are commensurate with their qualifications, experience and work. Salaries shall be determined using these factors with merit as a consideration.

H. Application/ Interview Information. Information obtained from applicants on application forms and during interviews shall conform to federal and state laws.

I. Accommodation. In the event a qualified applicant has a disability which is a qualifying disability under the Americans with Disabilities Act, the College shall determine whether the applicant can perform the essential functions of the position, and what accommodations may be made to permit the applicant to perform these functions.

### **III. RECRUITMENT AND HIRING OF ACADEMIC PERSONNEL**

In recruiting academic personnel, notices of available positions will be listed with major professional organizations and publications as are appropriate for the position. Specifically, in regard to women and minorities, notification will also be sent to the groups representing minorities and women in these organizations when available. Department heads will keep records of the number of women and minority candidates who apply, the number interviewed, the criteria for selection, and the reasons for the selection of a particular candidate. Department heads will submit an annual report, which will include the foregoing data, in April to the Academic Dean's Office. When employment opportunities become available, the College will implement appropriate recruiting efforts to attract minority and women candidates, and other candidates who have been underrepresented.

### **IV. RECRUITMENT AND HIRING OF NON-ACADEMIC PERSONNEL**

Non-academic personnel includes the professional staff, the technical staff, and physical plant staff. When vacancies occur in the professional, technical, and physical plant staff, the College will implement

recruiting efforts, which are appropriate for the position to be filled, that are intended to attract women and minority candidates. Notification of open positions will be sent to those sources that the hiring supervisor believes will provide a qualified, diverse pool of candidates. Administrative supervisors will keep records of the number of women and minority candidates who apply, the number interviewed, the criteria for selection, and the reasons for the selection of a particular candidate. The administrative supervisor will file an annual report in April with the EOD Officer. Where applicable, internal candidates who qualify and apply for higher level positions within the professional, technical, and physical plant staff will be interviewed.

## **V. DISSEMINATION OF THIS POLICY**

This Equal Opportunity and Affirmative Action Policy will be communicated and disseminated to all College employees in written form, and via the College's intranet website. Statements of the College's commitment to this Policy will be included in each revision of the Faculty Handbook and the Staff Handbook.

The guidelines on notices and recruitment activities contained in this Policy will be communicated and disseminated to all outside agencies used by the College in the recruitment of personnel to permit these agencies to act consistent with the Policy when engaged in recruitment activities for the College. In addition, the existence of this Policy will be communicated to organizations and entities which may be involved in the recruitment and hiring process, including, but not limited to, professional organizations and those groups representing diverse persons within these organizations, employment agencies, newspapers, and other entities used in recruiting personnel. The existence of this Policy will also be communicated to all college vendors, contractors, and sub-contractors.

## **VI. POLICY IMPLEMENTATION AND COMPLIANCE**

The College's Equal Opportunity and Diversity (EOD) Officer will have the responsibility to oversee the implementation of this Policy and compliance with its terms. The EOD Officer shall be a member of the college faculty or professional staff and shall be appointed by the President to serve in that role at the discretion of the President. The duties of the EOD Officer shall be determined by the President from time to time, and shall include annual review of the hiring reports submitted for academic and non-academic personnel; annual review of this Policy with the President, the Faculty Executive Committee and the applicable Board of Trustees Committee; retention of records required by the Office of Civil Rights and the Equal Employment Opportunity Commission; review of salary equity issues; and oversight of diversity initiatives in hiring, promotion and retention matters.

## **VII. REPORTING OF POSSIBLE POLICY VIOLATIONS**

Any questions regarding this Policy should be directed to Deanna Jobe. In the event an applicant or employee feels that this Policy has been violated, he or she should contact the EOD Officer. A written complaint is preferred, with as much detailed information as possible to assist in review of the matter. The EOD Officer shall conduct a review of the allegations, involve the necessary College personnel and oversee any corrective action that may be warranted.