



UNIVERSITY POLICY

SUBJECT: AFFIRMATIVE ACTION/EEO **TITLE:** EQUAL EMPLOYMENT OPPORTUNITY

CODING: 00-01-35-10:00 **ADOPTED:** 03/29/74 **AMENDED:** 11/01/97

I. PURPOSE

To set policy which ensures equal opportunity in employment decisions, terms, and conditions and which outlines affirmative action steps towards achieving equal opportunity.

II. ACCOUNTABILITY

Under the direction of the President, the Associate Vice President for Affirmative Action and Equal Employment Opportunity (AA/EEO) shall ensure compliance with this policy. The Associate Vice President for Affirmative Action and Equal Employment Opportunity in concert with the Deans, Vice Presidents, Human Resources Department and department hiring officials shall implement this policy .

III. REFERENCES

- A. The Affirmative Action/Equal Employment Opportunity Fair Employment Practice Guide.
- B. Human Resources Policies and Procedures Manual:
 - 1. Recruitment [30-01-20-10:00](#)
 - 2. Recruitment Advertising [30-01-20-15:00](#)
 - 3. Employment Processing [30-01-20-20:00](#)
 - 4. Job Bidding and Promotion [30-01-20-25:00](#)
- C. UMDNJ Bylaws on Faculty Appointments and all other relevant policies.

IV. POLICY

- A. Requirements:
 - 1. UMDNJ endorses, without qualification, the national policy of affirmative action and equal employment opportunity.
 - 2. It is the policy at UMDNJ to make all decisions with regard to recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on the basis of race, color, creed or religion, sex, national origin, age, physical or mental handicap or disability, military status, sexual orientation, marital status or other factors prohibited by law.
 - 3. Special recruitment efforts will be undertaken to assure that minorities and women will be represented in all major job classifications in proportions at least consistent with their

availability in the relevant labor market. Therefore, when vacancies for all faculty and staff positions at professional salary level 23 and above occur, the positions will be advertised and special efforts shall be made to attract qualified minorities and women through minority and female oriented sources.

4. All positions will be posted internally for at least ten (10) working days.
5. All finalist candidate pools will include, whenever possible, minority and women candidates.
6. When a minority or female candidate is among the pool of substantially equally qualified finalist candidates and there is underutilization in the job group of the position, the minority candidate will be selected.
7. All selections will be documented on a Search and Selection Activities Report (Attachment H Form) stocked by and approved by the AA/EEO Office before formal salary discussions or offers can be made.
8. A complete and detailed explanation of the procedures is provided in the Affirmative Action/EEO Fair Employment Practice Guide.

B. Responsibilities:

1. The hiring department director, manager or supervisor is responsible for:
 - a. notifying the AA/EEO Office of all vacancies immediately after budget approval has been received;
 - b. advertising vacancies broadly and in publications which target qualified minorities and women;
 - c. posting vacancies for faculty and staff positions internally for ten (10) working days;
 - d. utilizing other recruitment sources which specifically target qualified minorities and women;
 - e. sending Applicant Self Identification forms to all minimally qualified applicants for applicable staff positions and for all applicants for faculty positions;
 - f. ensuring there is diversity among the finalist pool of candidates;
 - g. selecting the minority or woman candidate when he/she is among the pool of substantially equally qualified finalist candidates and when there is underutilization in the job group for the position;
 - h. completing a Search and Selection Activities Report (Attachment H Form) and submitting it to the AA/EEO Office for review and approval before an offer of employment is extended to the selected candidate; and
 - i. retaining information and documentation pertaining to employment searches for two years.

2. The AA/EEO Office is responsible for:
 - a. informing hiring departments where underutilization exists;
 - b. advising hiring departments about advertising and recruitment sources which specifically target minorities and women and assisting hiring departments with identifying minority and female recruitment sources;
 - c. reviewing the Search and Selection Activities Report (Attachment H Form) and notifying the department about approval or rejection; and
 - d. monitoring the employment process to ensure affirmative action and equal employment opportunity.
3. The Human Resources Department is responsible for posting staff positions internally for ten (10) working days.

President