



## UNIVERSITY POLICY

**SUBJECT:** AFFIRMATIVE ACTION/EEO    **TITLE:** AFFIRMATIVE ACTION PROGRAM

**CODING:** 00-01-35-05:00    **ADOPTED:** 03/29/74    **AMENDED:** 11/01/97

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### I. PURPOSE

To ensure affirmative action and equal opportunity for all with regard to all phases of employment, education, health, and related services in compliance with all applicable laws.

### 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 and Vice Presidents shall implement this policy.

### III. POLICY

#### A. Requirements:

1. UMDNJ endorses without qualification the national policy of affirmative action and equal employment/educational opportunity and nondiscrimination in the provision of health and related services to the public.
2. All decisions with regard to recruitment, hiring, promotions, and all other terms and conditions of employment; admissions and the administration of student services; delivering of health care services will be made without discrimination on grounds of race, color, creed or religion, sex, national origin, age, physical or mental handicap or disability, military status or other factors prohibited by law.
3. Further, UMDNJ commits itself to a program of affirmative action and equal employment opportunity, set forth herein, by which:
  - a. Steps will be taken at least annually to identify the underutilization, if any, of minorities and women in major job classifications.
  - b. Where the specific causes of such underutilization are identified, good-faith efforts will be made to eliminate their effects.
  - c. Employment practices found to be unlawfully discriminatory will be eliminated and replaced by practices based on merit and valid job qualifications.

- d. Special recruitment efforts will be undertaken to assure that minorities and women come to be represented in all major job classifications in proportions at least consistent with their availability in the relevant labor markets.
  - e. Goals and timetables will be established as the minimum targets of UMDNJ good-faith efforts to eliminate underutilization.
  - f. Organizational structures and monitoring systems will be established to assure effective operation of the Affirmative Action Program, achievement of its goals and modification as necessary or desirable to that end.
4. UMDNJ shall provide an affirmative action grievance mechanism for appropriate relief for the aggrieved party. The grievance procedure is detailed in the Affirmative Action/Equal Employment Opportunity Grievance Policy and Procedure.
  5. The Affirmative Action Plan is published in detail in a separate volume titled: Affirmative Action Plan, a copy of which is available at the AA/EEO Office located on each campus and at the University's libraries.

B. Responsibilities:

1. The AA/EEO Office is responsible for:
  - a. developing, monitoring and updating the Affirmative Action Plan;
  - b. reviewing employment practices to insure they are nondiscriminatory and recommending remedial measures, as appropriate;
  - c. insuring that special recruitment efforts are made to attract and obtain minorities and women for employment;
  - d. disseminating information pertaining to affirmative action laws, regulations and policies;
  - e. investigating and making recommendations to resolve grievances relating to affirmative action and equal employment opportunity laws, regulations and policies; and
  - f. providing advice and guidance about affirmative action and equal employment opportunity matters.
2. The Deans and Vice Presidents are responsible for ensuring compliance with this policy within their respective schools and units.

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President