

3354:1-42-01.1 Affirmative action program procedure.

- (A) Annually, the College's Office of Affirmative Action and Diversity shall update and implement the College's Affirmative Action Program.
- (B) The Office of Affirmative Action and Diversity shall foster:
 - (1) Training programs that educate all employees about the importance to the workplace and academic environment of supporting affirmative action and equal opportunity, and eliminating discrimination and harassment.
 - (2) Recruitment processes that are designed and conducted so as to result in a diverse and qualified applicant pool.
 - (3) Selection practices that emphasize hiring the best-qualified individuals with active consideration for persons from underrepresented groups.
 - (4) Management practices that facilitate inclusive work and academic environments by valuing and seeking human diversity.
 - (5) Management practices that emphasize prevention of discrimination and harassment in both the workplace and the academic environment.
 - (6) Training and development opportunities that enhance the opportunities for individuals from underrepresented groups.
 - (7) Promotion practices, including tenure, that are inclusive and acknowledge contributions of qualified individuals from underrepresented groups.
- (C) The Affirmative Action Program shall require that:
 - (1) During their orientation program, new employees receive a copy of the College's Equal Employment Opportunity Policy Statement and Anti-Harassment Policy Statement from the Office of Human Resources.

- (2) The Equal Employment Opportunity Policy Statement will be prominently displayed in each College facility and in the Office of Human Resources.
- (3) Posters required by the Equal Employment Opportunity Commission, the Ohio Civil Rights Commission, and other government enforcement agencies will be displayed at every College site and in the Office of Human Resources.
- (4) As appropriate, information regarding the Equal Employment Opportunity Policy Statement, the Anti-Harassment Policy Statement, and the Affirmative Action Program will be included in College publications.
- (5) Men, women, minorities, non-minorities, and individuals with disabilities will be featured in College publications, such as catalogs, brochures, handbooks and similar presentations.
- (6) All College employees may review the Affirmative Action Program on each campus.
- (7) The faculty senates, collective bargaining agents, and constituency group leaders will be provided with a copy of the Affirmative Action Program upon request.
- (8) Where possible, campus publications and internal College communication systems will be utilized to inform College employees regarding affirmative action matters.
- (9) The College implement a compliance plan to comply with the requirements of the Americans with Disabilities Act (ADA). In preparing its compliance plan, the College shall:
 - (a) Implement procedures for raising the awareness of the requirements of the ADA at all levels in the institution including faculty and staff.
 - (b) Maintain an administrator to act as the ADA/504 Coordinator.

- (D) The Affirmative Action Program will be disseminated within the College in accordance with the following requirements:
- (1) Each Executive Vice President, Vice President, Campus President, Dean, Executive Director, Program Head, and Department Head is individually responsible for implementation of the Affirmative Action Program within the individual's areas of responsibility.
 - (2) A complete copy of the College's Affirmative Action Program will be available in the Office of Affirmative Action and Diversity; the Office of the President; the Office of Human Resources; each Campus President's Office; each campus library; and the Office of the Executive Vice President, Finance and Business Services/Treasurer.
 - (3) Affirmative Action Program dissemination and training shall seek to ensure that all employees understand and support the College's commitment to affirmative action and equal opportunity.
 - (4) Annually, the Office of Affirmative Action and Diversity will distribute a diversity brochure to all employees.
 - (5) Annually, the Office of Affirmative Action and Diversity will distribute the College sexual harassment brochure to all employees and students.
- (E) The Affirmative Action Program will be disseminated outside the College in accordance with the following requirements:
- (1) Copies of the Affirmative Action Program will be distributed to each governing agency, public and private, in the College service area; each collective bargaining agent; the Ohio Board of Regents; and, upon request, the Ohio State Department of Education.
 - (2) Equal opportunity notices, including specific references to minorities, women, disabled persons, Vietnam-era and disabled veterans, will be included on all employment vacancy announcements.

- (3) Recruitment services providers will be informed of the College's equal opportunity policy.
- (F) The College supports special ongoing efforts that encourage unemployed minorities and females to apply for vacant positions. These efforts include:
 - (1) The College shall regularly encourage minority and female job application referrals from local leaders and organizations best able to refer such potential employees.
 - (2) Minority and female employees will be encouraged to refer applicants.
 - (3) The College will sponsor programs to educate, motivate, train and employ minorities and women.
 - (4) All full-time job vacancy notices will be advertised in publications that reach large minority and female populations.
 - (6) The Office of Human Resources shall make efforts intended to encourage each staffing advisory committee to be diverse.
 - (7) Staffing advisory committee training shall continue to include a component on equal employment opportunity goals and expectations.
- (G) Internal audit and reporting systems
 - (1) Maintenance of records
 - (a) The Office of Human Resources shall maintain and monitor personnel records for all applicants, consistent with the College's records retention schedules.
 - (b) All promotions and transfers shall be reviewed by the Office of Human Resources to consider College-wide minority and female representation.

- (c) All involuntary terminations shall be reviewed in advance by the Office of Human Resources to determine if a disproportionate number of minorities or females would be terminated.
 - (d) The Office of Human Resources shall maintain and monitor female and minority applicant referral records of recruitment sources, and shall document the findings.
- (2) Audits
- (a) Periodically, the Office of Affirmative Action and Diversity shall audit compliance with affirmative action and equal opportunity laws and regulations.
 - (b) Annually, the Office of Affirmative Action and Diversity shall analyze and record Affirmative Action Program results, and develop recommendations for future enhancements. These records and recommendations shall be reported to the Vice President of Human Resources.
- (H) The President or the President's designee shall take all steps necessary and appropriate for the implementation of this procedure.

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Procedure amplifies: 3354:1-42-01