

**SOUTHERN METHODIST UNIVERSITY
POLICIES AND PROCEDURES**

EEO/INSTITUTIONAL ACCESS AND EQUITY

POLICY NUMBER: 2.2

REVISED AS OF: January 18, 2013

EMPLOYMENT

AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY POLICY

A. EQUAL OPPORTUNITY

This policy is intended to comply with applicable federal, state, and local laws and regulations that prohibit discrimination and/or promote affirmative action in employment based on race, color, religion, national origin, sex, age, disability, genetic information, or veteran status. It is also intended to provide protection from discrimination on the basis of sexual orientation, gender identity, and expression. These groups may be referred to as protected classes.

Policy: SMU will not discriminate in any employment practice, education program or educational activity on the basis of race, color, religion, national origin, sex, age, disability, genetic information or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation and gender identity and expression. The University will undertake affirmative action initiatives to recruit, employ and advance in employment and to recruit, retain and advance in educational programs qualified individuals who are members of protected classes covered by applicable federal laws, and will also undertake remedial action for such class members as warranted. All terms, conditions, benefits and privileges of employment and education are included in the protections.

The Office of Institutional Access and Equity has been designated to handle inquiries regarding the nondiscrimination and affirmative action policies and may be contacted at Southern Methodist University, Dallas, TX 75275; 214-768-3601; or by e-mail at accessequity@smu.edu. Additional information is available on the Office website at <http://www.smu.edu/aao>.

Every member of the University community has a responsibility to assure that equal opportunity and access are provided to all employees and applicants for employment.

The University will establish and maintain, pursuant to federal and state laws and regulations, a consistent and equitable set of personnel policies, practices and procedures that are intended to promote nondiscrimination against any employee or applicant for employment. The University Policy Manual is available on the University's intranet and relevant policies and procedures may be made available for review through the Office of Institutional Access and Equity. That Office

is responsible for monitoring policies, procedures and practices for compliance with applicable federal, state and local laws and regulations and University policy.

B. AFFIRMATIVE ACTION

The University is committed to programs that promote nondiscrimination. Full support is also given to the University's Affirmative Action Plans and other outreach initiatives, practices and programs that go beyond neutrality to promote diversity in the University community. The Affirmative Action Plans of the University promote outreach and equity for racial and ethnic minorities, for women, for individuals with disabilities and for veterans. The Human Resources Department, the Office of the Provost along with the Office of Institutional Access and Equity and other SMU officials have committed to undertaking specific responsibilities to promote diversity and overcome under-utilization and under-representation of such classes in the workforce.

C. RESPONSIBILITY FOR DEVELOPMENT AND IMPLEMENTATION OF UNIVERSITY AFFIRMATIVE ACTION PLANS AND PROGRAMS

The University President has overall responsibility for development and implementation of appropriate Affirmative Action plans and programs. These plans and programs provide for outreach, equal access, equal opportunity, and corrective actions consistent with SMU policies and procedures, as well as federal, state and local laws and regulations.

The Associate Vice President for Institutional Access and Equity reports directly to the University President and is responsible for producing the Affirmative Action Plans; coordinating the implementation of the plans, programs and activities; and monitoring to assure adherence to established nondiscrimination and affirmative action policies and procedures that impact SMU's commitment to nondiscrimination and affirmative action. The Associate Vice President is also responsible for keeping abreast of applicable new and revised federal, state, and local laws and regulations on nondiscrimination and affirmative action and ensuring that SMU's policies, procedures and practices are consistent with them. The Associate Vice President and/or designee will periodically meet with administrative and supervisory personnel to review and assist in the formulation of specific plans for their areas of responsibility. The Associate Vice President will develop policy statements; prepare position statements; use various methods and forums to disseminate pertinent information internally and externally; conduct internal compliance audits; conduct and/or provide for training and consultation programs; serve as a liaison with local community agencies and civic group; serve as a liaison to state and federal agencies that enforce nondiscrimination and affirmative action laws; provide educational programs for administrators, managers and supervisors to enhance understanding of and compliance with University policies and procedures and programs, the laws that undergird them and the consequences of failing to adhere to them; and promote the principals of equal opportunity, affirmative action and diversity. Other responsibilities include: identifying problem areas and developing specific resolutions. The Associate Vice President and/or designee will collaborate with all levels of the University to develop policies, procedures, practices, plans and programs that promote diversity and enhance compliance with SMU's established commitment to equal opportunity and affirmative action.

The Provost and Vice Presidents are responsible for developing and implementing programs to assure compliance with the University's nondiscrimination and affirmative action policies, plans and initiatives in their areas of responsibility. Specific responsibilities include, but are not limited to: collaborating with the Associate Vice President and/or designee to develop and maintain an administrative support structure and protocols that facilitate compliance with established nondiscrimination and affirmative action policies and procedures.. The Provost and Vice Presidents are also responsible for establishing mechanisms for evaluating and assessing administrative and supervisory staff regarding their performance in assuring compliance with established nondiscrimination and affirmative action policies, procedures and protocols as well as in undertaking good faith initiatives to meet University Affirmative Action goals.

Deans, directors, department heads, managers, and supervisors are responsible for developing and implementing Affirmative Action plans and initiatives for their respective areas. Specific responsibilities include, but are not limited to: collaboration with the Office of Institutional Access and Equity to establish, maintain and implement initiatives to achieve affirmative action goals and timetables for the employment and advancement of protected class members; to address ways to eliminate under-representation and underutilization of protected class members; and undertake initiatives to achieve and maintain diversity. This would include, but not be limited to recruitment, retention and advancement initiatives and programs. The responsible Vice President will submit to the Office of Institutional Access and Equity periodic audits and evaluations of activities undertaken to meet unit goals.

The Associate Vice President for Institutional Access and Equity and/or designee shall review and investigate informal and formal complaints and inquiries involving alleged acts of discrimination, harassment, assault or violence based on race, color, religion, national origin, sex, age, disability, genetic information, or veteran status. It is also intended to provide protection from discrimination on the basis of sexual orientation, gender identity, and expression.