

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

- (A) Annually, the College's Office of Institutional Equity shall update and implement the College's Affirmative Action Program.
- (B) The Office of Institutional Equity 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, equitable, and qualified applicant pool.
  - (3) Selection practices that emphasize hiring the best-qualified individuals with active consideration for persons from underrepresented groups, and women
  - (4) Management practices that facilitate inclusive work and academic environments by valuing and seeking human diversity, race and social justice
  - (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, and women
  - (7) Promotion practices, including tenure, that are inclusive and acknowledge contributions of qualified individuals from underrepresented groups, and women
- (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

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- (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) Individuals from underrepresented groups, women, and individuals with disabilities will be featured in College publications, such as catalogs, brochures, handbooks, electronic resources and publications such as the College website, social media and similar presentations.
- (6) All College employees may review the Affirmative Action Program on each of our College facilities.
- (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, College 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 students, faculty and staff.

- (b) Maintain an administrator to act as the ADA/504 Coordinator.

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- (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 Institutional Equity; 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 Department of Diversity and Inclusion, Office of Human Resources will distribute a diversity report to all employees.
  - (5) Annually, the Office of Institutional Equity 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 individuals from underrepresented groups, women, disabled persons, Vietnam-era and disabled veterans, will be included on all employment vacancy announcements.

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- (3) Recruitment services providers will be informed of the College's equal opportunity policy.
- (F) The College supports special ongoing efforts that encourage unemployed individuals of underrepresented groups and women to apply for vacant positions. These efforts include:
  - (1) The College shall regularly encourage individuals from underrepresented groups and female job application referrals from local leaders and organizations best able to refer such potential employees.
  - (2) Individuals of underrepresented groups and female employees will be encouraged to refer applicants.
  - (3) The College will sponsor programs to educate, motivate, train and employ individuals of underrepresented groups and women.
  - (4) All full-time job vacancy notices will be advertised in publications that reach large underrepresented and female populations.
  - (5) IS MISSING
  - (6) The Office of Human Resources shall make efforts intended to encourage each staffing advisory committee to be diverse.
  - (7) Search advisory committee training shall continue to include a component on equal employment opportunity goals and expectations, and mitigating bias in the interviewing and hiring process
- (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.

- (c) All promotions and transfers shall be reviewed by the Office of Human Resources to consider College-wide representation of individuals of underrepresented groups and female representation.

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- (c) All involuntary terminations shall be reviewed in advance by the Office of Human Resources to determine if a disproportionate number of underrepresented groups or females would be terminated.
- (d) The Office of Human Resources shall maintain and monitor female and underrepresented group applicant referral records of recruitment sources and shall document the findings.

(2) Audits

- (a) Periodically, the Office of Institutional Equity shall audit compliance with affirmative action and equal opportunity laws and regulations.
- (b) Annually, the Office of Institutional Equity 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.

Effective Date: May 4, 2021

Prior effective date: December 15, 2005

Procedure amplifies: 3354:1-42-01