

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAMS¹

EQUAL EMPLOYMENT OPPORTUNITY

Equal opportunity shall be afforded within Texas A&M University-Corpus Christi to all employees and applicants for employment regardless of race, color, sex, religion, national origin, age, disability, or status as special disabled veterans or qualified veterans of the Vietnam era. This policy applies to advertising, recruitment, employment, compensation, promotion, transfer, termination, selection for training, and all other terms, privileges and conditions of employment.

AFFIRMATIVE ACTION

Affirmative Action embraces the idea that progress toward achieving equal employment opportunity requires positive steps to remove discriminatory barriers. Equal opportunity is facilitated by taking affirmative action in all matters relating to personnel administration.

PLAN OBJECTIVES

The basic objectives of each affirmative action plan shall be:

1. to eliminate employment practices which tend to discriminate against applicants and employees on the basis of race, color, sex, religion, national origin, age, disability, or status as special disabled veterans or qualified veterans of the Vietnam era.
2. to assist employees, within individual capacities and the availability of funds, to obtain the training, education, and experience for career development necessary to enable them to qualify for more responsible and higher paying positions within the System, consistent with the objectives, mission and financial or other resources of the respective Part, with emphasis on minorities, females, the disabled, special disabled veterans and qualified veterans of the Vietnam era.
3. to acquaint supervisors at all levels with the requirements of affirmative action plans and to assist in the recognition and correction of conditions or attitudes detrimental to such programs.
4. to address methods of correcting imbalances and inequities in the work force, if they exist, relative to percentages of available minorities and women.

¹ This section contains excerpts from rule 2.2.9 enacted December 7, 1992.

5. to inform organizations representing the interests of minorities, females, the disabled, special disabled veterans, and qualified veterans of the Vietnam era of the policy on Equal Employment Opportunity.
6. to determine the feasibility of entry level qualification training in selected job categories.
7. to ensure compliance with applicable federal and state equal employment regulations.
8. to provide for review and revision of policies, procedures, and operating methods relating to affirmative action.
9. to ensure that reasonable accommodations are made to the physical and mental limitations of the disabled, special disabled veterans and qualified veterans of the Vietnam era.
10. to ensure availability and awareness of formal grievance procedures and the prompt investigation of all grievances or complaints involving alleged discrimination.
11. to ensure the maintenance of adequate records of applications, hires, and rejections and of employee transfers, promotions, and terminations to determine whether or not any minority groups and/or females are adversely affected.

ADMINISTRATIVE RESPONSIBILITY

The primary responsibility for equal employment opportunity, the affirmative action plan, and affiliated programs rests with the President of the University.

The Affirmative Action Representative appointed by the University President will coordinate and monitor equal employment opportunity and affirmative action activities for the University in cooperation with the System Director of Affirmative Action. In addition the Representative will:

1. assist in the development of affirmative action programs and policy statements and communicate these actions externally and internally;
2. assist in the identification of problem areas related to the Equal Employment Opportunity policy and recommend corrective action;
3. hear individual complaints of discrimination in accordance with the complaint and appeal procedure of the University;

4. administer record-keeping systems that will measure the effectiveness of this plan and other equal employment opportunity programs;
5. serve as liaison between the University and the Director of Affirmative Action for the System;
6. help serve as liaison between the University and organizations representing minorities, females, the disabled, special disabled veterans and qualified veterans of the Vietnam era who may be concerned with employment opportunities for these persons;
7. keep administrators of the University informed of the latest developments affecting equal employment opportunities and affirmative action; and
8. audit University policies to ensure compliance with applicable executive orders and other federal regulations.

ACHIEVEMENT OF GOALS

All reasonable efforts shall be taken to employ females and members of minority groups throughout the work force and especially in job categories in which minorities and females have been found to be under-utilized. All job openings which are required to be listed will be placed with the Texas Employment Commission Office by the Personnel Office of the University. Minorities and females with the requisite qualifications shall be recruited to fill positions throughout the work force through all practicable means including: advertisements in news media; communications with local, state and national minority and female organizations; and through personal interviews with individuals and groups representing interests of minorities, females, the disabled, special disabled veterans, and qualified veterans of the Vietnam era.