

## **PERSONNEL**

### **Affirmative Action**

#### **Affirmative Action Statements (6.6.3)**

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### **PURPOSE**

This policy ensures the consistent and uniform application of all relevant local, state and federal requirements for Affirmative Action Statements on University Printed Documents.

### **POLICY**

All University printed and/or published documents shall carry an appropriate affirmative action statement as provided herein.

### **PROCEDURE**

1. Stationery and paid advertisements in printed media (Recruitment of Prospective Employees) will have the following statement:

An Equal Opportunity/Affirmative Action Employer, M/F

2. Job announcements disseminated from the University personnel office or departments will have the following statements: Tennessee State University complies with title IX and is an affirmative action employer. Candidates will be considered for employment without discrimination for any no merit reason such as race, color, national origin, sex, religion, age, handicap, or veteran status. Inquiries regarding these regulations may be referred to:

Office of Equal Employment Opportunity/Affirmative Action Tennessee State University.

3. University graduate and undergraduate catalogs/bulletins, graduate and undergraduate admission applications, student handbooks, announcements regarding programs and participation therein will have the following statements:

Tennessee State University is an affirmative action university. Applicants and candidates will be considered for program participation without regard to race, color, national origin, sex, religion, age or handicap. Further, it is the policy of Tennessee State University not to discriminate on the basis of sex in the education programs or activities which it operates, including employment therein and the admission of students thereto; and Tennessee State University is required by Title IX of the Education Amendment of 1972, and regulations issued pursuant to (45 C.F.R. Part 86)/and by Sections 799A and 845 of the Public Health Services Act, and regulations issued pursuant thereto/not to discriminate in such manner. Inquiries concerning the application of the Acts and the regulations to Tennessee State University may be referred to:

Office of Equal Employment Opportunity/Affirmative Action, Tennessee State University.

4. Faculty handbooks, staff manuals, personnel policy manuals, personnel handbooks, other related internal handbooks will have the following statements:

It is the policy of Tennessee State University to provide and maintain a program of equal employment opportunity and fairness in all personnel matters and all aspects of employment relationships, including recruitment or recruitment advertising, hiring, employment upgrade or promotion, development, demotion or transfer, layoff or termination, rates of pay, leaves of absence, and other forms of compensation and training. It is the intent of this policy to safeguard against unsound and illegal personnel practices. The University, therefore, shall engage in no practices which will discriminate against any group or individual for reasons of race, color, religion, national origin, handicap, sex, age (except where or age is a bonafide occupational qualification as determined by statutory or Tennessee Board of Regents requirement), or status as a qualified disabled veteran or Veteran of the Vietnam Era. In the implementation of this policy, the university will aggressively recruit and employ persons from classes that are underrepresented in its work force.

Reasonable accommodations have been and will continue to be made for qualified disabled veterans and other handicapped persons.

The University's policy statement requires units to undertake affirmative action in working toward the achievement of goals set forth and the attainment of an acceptable level of participation in its work force, programs and activities for students, contracted services, and services rendered to individuals, groups, and communities. The degree of success achieved in meeting affirmative action goals will be a performance indicator used in the evaluation of all management personnel of the University. Likewise, the degree to which employment opportunity is assured in the functional units of managers/supervisors will be evaluated.

The University has adopted the policy that criteria for employment and promotion be job validated, such that only the skills or preparation actually necessary to the performance of a job are considered in making employment or promotion decisions.

5. Contracts/agreements with vendors will have the following statements:

The parties agree to comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11246, and the related regulations of each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, handicap, veteran status or national origin.

NOTE: All appropriate institutional publications/documents shall contain the following statement:

Tennessee State University is committed to the education of a nonracially identifiable student body.

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## **REFERENCES**

Supersedes "Affirmative Action Statements for University- Printed Documents" Policy No. 1:00 in the University-Wide Policy Manual