

Memo to: All UH-Downtown/PS Holders

UH-Downtown/PS 02.A.20

From: William Flores, President

Issue No. 5

Effective date: 07/09/2015

Page 1 of 2

Subject: Affirmative Action Policy

## 1. PURPOSE

The purpose of this policy statement is to comply with all federal and state regulations, as well as the University of Houston System Administrative Memorandum [01.D.04, Affirmative Action Policy](#), on all matters related to affirmative action.

## 2. DEFINITIONS

- 2.1 Affirmative Action: The set of public policies and initiatives designed to help eliminate past and present discrimination based on race, color, religion, sex, national origin, disability, or status as a Vietnam era or disabled veteran.
- 2.2 Affirmative Action Program: A detailed workforce analysis that includes steps to recruit, hire, train, promote, and retrain qualified personnel in all protected classes at all levels of the University.

## 3. POLICY

- 3.1 The University of Houston-Downtown is committed to the development, implementation, and administration of a comprehensive affirmative action program that meets all federal and state laws and regulations specifying affirmative action and/or nondiscrimination in employment.
- 3.2 This program applies to all phases of employment, including but not limited to recruitment, hiring, placement, reclassification, promotion, demotion or transfer, layoff, reduction in force, termination, compensation, training, benefits, pay, non-cash compensation, total compensation, status, education and other assistance, and benefits programs.
- 3.3 This policy applies to all employees and employment applicants regardless of position or source of position funding. It is the responsibility of all persons making employment decisions to support this policy.

## 4. PROCEDURES

- 4.1 Employment Services and Operations (ESO) will ensure that a comprehensive Affirmative Action Plan (AAP) for the University faculty and staff is developed on an annual basis.

- 4.1.1 The AAP will include documentation of the recruitment channels utilized in order to ensure that protected classes are provided equal opportunity in the application process for employment.
- 4.1.2 The University's AAP will also include procedures for monitoring and documenting employment decisions which are based on applicant qualifications, and not on subjective or otherwise unrelated criteria.
- 4.2 The Affirmative Action Officer or his/her designee will attend the first meeting of all faculty and staff Search and/or Screening Committees to advise them of their responsibility to conduct themselves in compliance with this policy and the related [Equal Opportunity Policy](#).

## **5. EXHIBITS**

There are no exhibits associated with this policy.

## **6. REVIEW PROCESS**

Responsible Party: Vice President for Employment Services and Operations

Review: Every three years on or before September 1<sup>st</sup>.

Signed original on file in Employment Services and Operations.

## **7. POLICY HISTORY**

Issue #1: 08/15/03

Issue #2: 09/20/06

Issue #3: 10/15/07

Issue #4: 11/05/10

## **8. REFERENCES**

[SAM 01.D.04](#)

[Executive Order No. 11246, as amended by Executive Order No. 11375 and Executive Order No. 12086](#)

[41 CFR Chapter 60](#)

[Vietnam Era Veterans' Readjustment Assistance Act, § 4212](#)