

### 3. Equal Employment Opportunity

- a. The University is an equal opportunity employer and is committed to making employment decisions on the basis of merit. University policy prohibits unlawful discrimination based on race, color, sex, age, national origin, disability, or ancestry, or any other consideration made unlawful by federal, state, or local laws. This commitment applies to all persons involved in the operation of the University and prohibits unlawful discrimination by any employee of the University, including supervisors and coworkers. (BOT)
- b. In its hiring practices, the University encourages applications from women and minorities and considers applications on the basis of applicants' achievements and promise as faculty members.
- c. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the University will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.
- d. Any employee who requires an accommodation in order to perform the essential functions of the job should contact her or his Dean or the Associate Vice President for Human Resources and request such an accommodation. The individual with the disability should work with the University to identify an appropriate accommodation so that she or he can perform the job. If the accommodation is reasonable and will not impose an undue hardship, the University will make the accommodation.
- e. Anyone who believes she or he has been subjected to any form of unlawful discrimination may submit a written complaint to her or his Dean or the Associate Vice President for Human Resources. The complaint should be specific and include the names of the individuals involved, the names of any witnesses, and the approximate dates of any events involved. The University will undertake an investigation and attempt to resolve the situation. If the University determines that its policies have been violated, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination or retaliation. The University will not retaliate for filing a complaint and will not knowingly permit retaliation by supervisors or coworkers.