



Louisiana State University System  
3810 West Lakeshore Drive  
Baton Rouge, Louisiana 70808

Office of the President

225 / 388-2111  
225 / 388-5524 fax

DATE: September 15, 2000

**PM-55**

MEMORANDUM TO: Chancellors Cavanaugh, Costonis, Emmert, Marsala, Nunez, O'Brien, Richardson, Trail, and Executive Director Bouchard

SUBJECT: Equal Opportunity Policy

REFERENCE: PM-55

This memorandum supercedes PM-55 dated May 26, 1977.

To assure equal opportunity for all qualified persons in admission to, participation in, or employment in the programs and activities which the University operates without regard to race, creed, color, marital status, religion, sex, national origin, age, mental or physical disability, or veteran's status, the following policy is declared for all campuses of the University System.

The University supports affirmative action and equal opportunity standards as set forth in the University's equal opportunity policy. This policy is carried out through the development and maintenance of Affirmative Action plans on each campus. These plans require that all employees and applicants receive fair consideration for employment and that all employees are treated fairly with regard to recruitment, promotions, demotions, transfers, layoffs, terminations, rates of pay and other forms of compensation, tenure, training, and other employment practices.

Campus affirmative action/equal opportunity policies will be distributed throughout the University and discussed at management and supervisory meetings as well as with search committees covering such subjects as recruitment, employment, training, promotion and transfer of employees.

With the advice of the campus human resource management office, administrative officers (deans, directors, department heads, and other supervisory personnel) are responsible for assisting the University to implement the Affirmative Action plan within their assigned areas. Administrative personnel will be evaluated, in part, on the degree to which the University's affirmative action and equal opportunity goals are attained.

The University, through its recruitment and employment policies, will recruit and employ qualified personnel for all its diverse activities and will provide equal opportunities during

*Louisiana State University & Agricultural and Mechanical College*

*LSU at Alexandria • LSU at Eunice • University of New Orleans • LSU in Shreveport*

*LSU Health Sciences Center • Hebert Law Center • LSU Agricultural Center • Pennington Biomedical Research Center*

employment without regard to race, color, marital status, creed, religion, sex, national origin, age, mental or physical disability, or veteran's status. The following guidelines are designed to achieve the recruitment and placement objectives set forth in the University's affirmative action/equal opportunity policy.

### **GENERAL RECRUITMENT GUIDELINES FOR FACULTY AND PROFESSIONAL POSITIONS**

1. Position advertisements and selection criteria will be developed in direct relationship to job requirements.
2. The recruitment process shall be conducted in a manner consistent with the goal to attract a diverse pool of applicants. For certain vacancies, this could include placing ads in appropriate sources to attract minority and female candidates. The campus Human Resource Management Office, or other office designated by the Chancellor, will serve as a resource to departments in determining the most appropriate strategies for recruiting minority and women for vacancies. All ads must include the statement making reference to the fact that the LSU System is an Equal Opportunity and Equal Access Employer or other similar statement.
3. In order to encourage career employees, all vacant regular full-time positions will be advertised on campus to ensure that all interested and qualified employees are aware of opportunities for promotion or transfer.
4. All pre-employment selection procedures, including credential reviews, interviews and reference checks, shall be conducted without regard to race, color, creed, marital status, religion, sex, national origin, age, mental or physical disability, or veteran's status.
5. The use of search committees is encouraged, particularly for regular full-time faculty and professional vacancies. Every effort should be made to include females and minority representation on search committees.

### **GENERAL RECRUITMENT GUIDELINES FOR CLASSIFIED POSITIONS**

1. Classified openings shall be advertised as required by University policy and Civil Service Rules and Regulations.
2. Selection criteria will be developed in direct relationship to job requirements.
3. All pre-employment selection procedures, including credential reviews, interviews and reference checks, shall be conducted without regard to

race, color, creed, marital status, religion, sex, national origin, age, mental or physical disability, or veteran's status.

## **EXCEPTIONS TO THE ADVERTISING GUIDELINES**

Compelling administrative concerns may require exceptions to these guidelines. In these situations, the normal advertising requirements may be waived. Requests for advertising waivers must be approved by the campus Office of Human Resource Management or other office designated by the Chancellor. Examples of situations in which advertising waivers may be approved include the following personnel actions:

1. **Acting or Interim Appointments**

While appointments of this nature for one year or less need not be advertised and filled on a competitive basis, appointing officials are encouraged to conduct a search at least within the department, school or college. Appointments of this nature must be reviewed in advance by Human Resource Management and approved through appropriate administrative channels. Efforts should be made to identify women and minority candidates for such appointments.

2. **Visiting Faculty and Internship Appointments**

If the program has been pre-approved visiting faculty and internship appointments need not be advertised and filled on a competitive basis.

3. **Temporary Appointments (180 days or less)**

Such appointments need not be advertised unless they are likely to result in a permanent appointment.

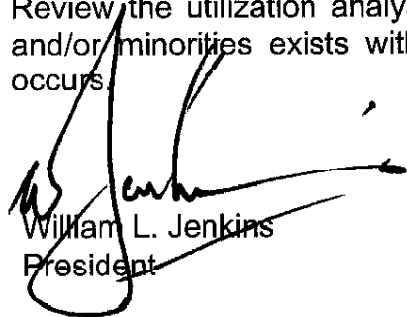
4. **Promotions within a Department**

When a vacancy occurs, the employing department may request an exception to the advertising guidelines in order to promote an employee who is presently employed within the department or unit where the vacancy exists. All qualified applicants in the department or unit where the vacancy occurs must be considered for the promotion. After the department has selected the employee to fill the position, the Office of Human Resource Management or other office designated by the Chancellor will:

Review the qualifications of the position and determine if the selected employee meets the minimum qualifications required for the position,

Review the qualifications of all other qualified employees within the department or unit, and

Review the utilization analysis to determine if underutilization of females and/or minorities exists within the EEO category in which the vacancy occurs.

A handwritten signature in black ink, appearing to read 'William L. Jenkins', is written over the typed name and title.

William L. Jenkins  
President

cc: System Officers