
OFFICE OF THE CHANCELLOR
University of New Orleans

AP 2.1
Effective Date: 1/20/82

SUBJECT: COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

PURPOSE

To set forth additional procedures for implementing AP 2 with respect to academic and unclassified appointments and for monitoring the effectiveness of the University's Affirmative Action Program.

GENERAL POLICY

The University's EEO policy is set forth in AP 2.

AUTHORITY

The authority for this AP is PM 55. This AP supersedes CM 20, which is rescinded.

PROCEDURE

Filling Vacancies

WHO	STEPS
Department or Division Head (hereinafter "Department")	1. Obtains authorization to fill the vacancy by submitting Form 107 through channels, then to the EEO Officer.
EEO Officer	2. Reviews the duties, responsibilities and professional qualifications required for the position. 3. Returns Form 107 to the department.
Department	4. Following approval of Form 107, submits a copy of all proposed advertising and a list of projected advertising outlets (i.e. newspapers, journals, universities, job placement lists, etc.) to the EEO officer.
EEO Officer	5. Verifies the wording of advertisements to make sure it complies with applicable rules.

6. Suggests, when appropriate, additional advertising outlets.
7. Returns proposed advertisement to the Department.
- Department 8. Places the advertisement with the specified advertising media.
9. Seeks qualified persons registered with the Clearinghouse for Faculty and Professional Staff established by the Louisiana Board of Regents.
10. Following selection of a successful candidate, submits a request for authorization to offer the position through channels and to the EEO Officer, along with evidence of a systematic and vigorous search for minority and female applicants; i.e., completed EEO compliance form, copy of advertisements, name of advertising media, etc. (Authorization to offer the position will be granted only if the evidence submitted is satisfactory.)
- EEO Officer 11. Verifies the phrase "EEO Compliance Certified" which appears on Form 101 by a thorough review of submitted documents.
- Department/University 12. Makes an offer to successful candidate following approval of the requested authorization.
13. Notifies the Board of Regents whether any Clearinghouse applicants were interviewed (and if so, how many) and whether a Clearinghouse person was hired.

The objective of hiring female and minority persons will be reemphasized to Deans, Directors and other Administrative Officers. Special attention will be focused on:

1. Colleges, departments or divisions with a low number of minority and female employees.
2. The hiring of full and part-time minority and female faculty as adjunct faculty.
3. The absence of females and minorities in administrative positions.

When an examination of availability data reveals that minority and female representation can realistically be increased, the appropriate dean and department chairman will meet the Chancellor and EEO Officer to discuss ways of improving the balance.

Monitoring Mechanisms

Monitoring mechanisms have been established to review the following personnel decisions:

1. Tenure and Promotions

Deans, directors and other administrative officers will submit the following to the EEO Officer: number of personnel considered for tenure and/or promotion; number of personnel recommended for tenure and/or promotion; names of individuals not recommended for tenure and/or promotion.

2. Merit Increases

Pursuant to paragraph 2-2, c(7) and 12-4 of the UNO Affirmative Action Plan, recommended merit increases will be reviewed by the EEO Officer to determine consistency, equity and compliance with applicable rules.

3. Committee Assignments

Pursuant to paragraph 6-2(a) of the UNO Affirmative Action Plan, the EEO Officer will review selected committee appointments to insure representation of minorities and women.

If the circumstances related to a decision in any of the above categories appear to contradict the objectives of the Affirmative Action Program of the University, the EEO Officer, through the Chancellor, will make further investigation.

The policies and procedures set forth in this AP apply to all categories of personnel, including positions supported by grants or contracts with agencies outside the University.

Leon J. Richelle
Chancellor

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