EQUAL EMPLOYMENT OPPORTUNITY Policy Number: H.01.03

SCOPE

All employees.

PURPOSE

To establish the authority and responsibility of University of St. Thomas personnel in recruiting and selecting staff and administrators; to maximize University of St. Thomas efforts and resources in selecting the best employees available.

DEFINITIONS

POLICY/PROCEDURE

The University will offer equal employment opportunity to all persons qualified by academic preparation, experience and ability for the various levels of employment, without discrimination based on race, color, national origin, sex, age or disability status. The term "employment" includes hiring, assignment, transfer, promotion, compensation, discipline, discharge, and all other conditions, terms and privileges of employment. If a complaint is brought, the Board of Directors and its employees will not harass, interfere with, intimidate or bring reprisals against complainant's, employees, witnesses or representatives.

In order to foster the hiring and promotion of more women and minority employees, the University will:

1. increase the use of referral sources and employment advertising aimed at women and minorities.
2. foster the use of nominations of women and minority job candidates by persons seeking out candidates for positions and recommending them to the appropriate search committees;
3. commit the necessary fiscal resources to attain the goals of recruiting and advancing women and minorities.

APPROVED: **Dr. Robert Ivany** **Date:** **September 1, 2010**

Effective Date: **September 1, 2010**

Policy Area:	Recruiting
Policy Committee or Task Force:	NA
Date of Formulation:	NA
Revision Date:	NA
Automatic Review Period:	Every 3 Years, September
Next Review Period:	September 2013
Title of Reviewer:	AVPAS