

40.2 Affirmative Action

- **40-2-1 Purpose**
- **40-2-2 Affirmative Action Officer**
- **40-2-3 Positions to Which Affirmative Action Applies**
- **40-2-4 Affirmative Action Statement**
- **40-2-5 General Application**

1. Purpose. Eastern New Mexico University-Roswell (ENMU-Roswell) is committed to the use of affirmative action procedures to ensure that pools of applicants/candidates for positions at the campus are representative of the universe of qualified individuals.

Affirmative action is oriented to ascertain that equal employment opportunities are provided to all qualified applicants regardless of race, sex, religion, age, color, or disability. Disabled veterans and Vietnam era veterans are also afforded equal employment opportunity through these affirmative action procedures.

2. Affirmative Action Officer. The Director of Human Resources is responsible for the ENMU-Roswell affirmative action (AA) program.

3. Positions to Which Affirmative Action Applies. The ENMU-Roswell affirmative action procedures apply to all institutional positions.

4. Affirmative Action Statement. The purpose of all policies and procedures at ENMU-Roswell is to maintain an institution of highest quality. The affirmative action procedures described here is intended to uphold that purpose by providing equal employment opportunity for all applicants regardless of race, color, creed, religion, national origin, sex, handicap, age, except where sex is a bona fide occupational qualification and to comply with the Executive Order 11246. The affirmative action plan is also intended to increase the number and improve the relative position of minority group members and women at all employment levels of the institution.

The ENMU-Roswell President is ultimately responsible for the implementation of ENMU-Roswell's affirmative action plan. The responsibility has been delegated to the Director of Human Resources/AA, Vice Presidents, Assistant Vice Presidents, deans, directors, and unit supervisors. The Director of Human Resources/AA provides for coordination between faculty and support service programs and serves as official liaison officer with outside compliance agencies. In addition, he/she monitors all programs on to assure that the affirmative action plan procedures are carried out.

5. General Application. After approval to staff a new position or to fill a vacancy has been granted, the following procedures relating to affirmative action are to be followed:

A. Pre-Announcement Procedures

1. An "Affirmative Action Assurance" form is to be initiated for the position. This form is to be used to track the affirmative action measures used for the position.

2. Prior to advertisement of the position vacancy, Section A is completed. Full information relative to how the search and selection is to be made is to be provided. All methods of announcement of the position vacancy are to be identified.

3. Approval by the ENMU-Roswell President and Affirmative Action Officer is required before the selection process can be continued. Approval will be indicated by the ENMU-Roswell President's and Affirmative Action Officer's signature in Section A of the Assurance Form. If approval is not granted, additional planning will be required to ensure that the selection methods will be in compliance with affirmative action needs.

B. Initiation of the Search

1. Position announcements are to indicate that ENMU-Roswell is an equal opportunity employer. The announcements are to specify a deadline date for applications or nominations and minimum acceptable qualifications required for the position. The announcements are to specify the submission required by applicants and nominators so that the qualifications of the candidates can be determined.
2. As nominations and applications are received, a Voluntary Information Survey is sent to each candidate so that accurate information regarding minority status can be collected. The collection of this information is to be administered in the manner described in the following section.
3. When the deadline for applications and nominations has passed, information gathered from the Voluntary Information Form will be tabulated indicating the makeup of the applicant pool. The review, approval, and signature of the Affirmative Action Officer will need to be obtained for Section B of the Assurance Form before the process continues. If the pool of candidates does not reflect the conditions of the market, the effort to attract candidates will be expanded in a manner to ensure that applications will be representative of the market conditions.
4. The Assurance Form is then routed to the Office of the ENMU-Roswell President for approval to continue the selection process. If the pool of candidates does not reflect the conditions of the market, the effort to attract candidates will be extended in a manner to insure that applications will be representative of market conditions. In the absence of the ENMU-Roswell President, the Vice President with administrative responsibility for the organizational unit conducting the search may give approval. Approval will be indicated by a signature in Section B of the Assurance Form.

C. Screening and Selection Process

1. Suitable screening efforts will be undertaken to identify those candidates with qualifications most suitable to the position. The qualifications and requirements established prior to the search and included in the announcements are those against which the qualifications of the candidates should be compared.
2. Interviews are to be conducted with those individuals most suitable for the position.
3. A tentative selection is to be made of the candidate most suitable for the position. Prior to an offer being made to the candidate, Section C of the Assurance Form must be completed and provided to the ENMU-Roswell President and the Affirmative Action Officer for their approval and signature.
4. The Office of Human Resources will provide the ENMU-Roswell President with a tabulation of candidates required in Section C.
5. The credentials and other application or nomination materials collected for each of the finalists are to be provided to the ENMU-Roswell President along with the Assurance Form.
6. If the final selection is in compliance with the intent of the affirmative action procedures of ENMU-Roswell, the ENMU-Roswell President will approve the final selection. Approval will be indicated by signature in Section C.
7. If approval is not given, additional work will be required to select the final applicant.
8. After approval is received for the final selection, the offer of employment can be made to the candidate selected.

D. Post-Selection Procedures

1. All credentials and other materials gathered during the search process from the candidates should be collected and forwarded to the Office of Human Resources within five (5) days of the completion of the search.

2. All copies of the Assurance Form are to be included in the materials forwarded to the Office of Human Resources.

3. The Office of Human Resources will maintain the records of the search to facilitate compliance with annual Equal Employment Opportunity reporting requirements.