



**Angelo State University**  
**Operating Policy and Procedure**

**OP 16.01: Affirmative Action Plan**

**DATE:** July 10, 2017

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish policy and procedure for the university's Affirmative Action Plan in accordance with Executive Order 11246.

**REVIEW:** This OP will be reviewed in June every three years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by July 15 of the same year.

**POLICY/PROCEDURE**

**1. Introduction**

It is the responsibility of the Office of Human Resources to ensure that Angelo State University complies fully with all provisions of Executive Order 11246, legislative acts, federal guidelines, and pertinent case law, which form the legal basis of this policy.

Specific responsibilities under Executive Order 11246, as amended, and Title VII of the Civil Rights Act of 1964 are outlined below.

**2. Affirmative Action Plan**

Angelo State University is committed to building a diverse workforce and community. In order to achieve this goal, the university takes affirmative action as required by Executive Order 11246 to hire and advance qualified minorities and women, as well as individuals with disabilities and covered veterans.

Angelo State University will not discriminate against any employee or applicant for employment because of sex (including pregnancy), race, color, national origin, religion, age, disability, status as a covered veteran, genetic information, sexual orientation, gender identity, or other protected categories, classes, or characteristics. ASU will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment without regard to their sex (including pregnancy), race, color, national origin, religion, age, disability, status as a covered veteran, genetic information, sexual orientation, gender identity, or other protected categories, classes, or characteristics. Such action shall include, but not be limited to, the following employment transactions: upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship.

### **3. Development of the Affirmative Action Plan**

- a. The Office of Human Resources will prepare ASU's written Affirmative Action Plan (AAP) annually and reviews the AAP to measure effectiveness of the university's compliance efforts. Based on a number of quantitative analyses, the AAP evaluates the composition of the workforce compared to the available labor pool and identifies areas where minorities, women, persons with disabilities, and covered veterans may be underrepresented in the workforce.
- b. Upon completion of the Affirmative Action Plan, the Office of Human Resources will submit the document to the president for review and approval.
- c. Once approved, the Office of Human Resources will communicate the plan, goals and timetables to departments by:
  - (1) Providing department heads with availability factors relating to their respective job groups. The department heads will use this information, along with consideration of the vacancies that exist in each department, possible promotions, and increases or decreases in department size, to establish goals and timetables for their departments; and
  - (2) Revising the narrative portion of the plan to reflect progress made toward implementation of the previous year's goals and any new plans for the future, incorporating this information into the Affirmative Action Plan, and completing the plan.

### **4. Implementation of Equal Employment Opportunity and Affirmative Action**

Responsibility for implementing the university's Equal Employment Opportunity Policy and affirmative action efforts rests with each department head and administrative official. The Office of Human Resources is responsible for the following:

- a. Developing policies and procedures necessary for the implementation of the university's equal employment and affirmative action efforts;
- b. Assisting departments in meeting their affirmative action goals;
- c. Designing and implementing auditing report systems necessary to comply with the university's affirmative action plan; and
- d. Providing supervisory training in equal employment and affirmative action policies and programs.

### **5. Custodian of the Affirmative Action Plan**

Each year, copies of the Affirmative Action Plan will be kept on file in the Office of Human Resources, as required by the Department of Labor, Office of Federal Contract Compliance. The Plan will be available for review or inspection during normal business hours.