



# LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

## Administrative Policy

**Section:** Employee/Labor Relations

**Section Number:** 4.8.2

**Subject:** Staffing: Equal Employment Opportunity Policy

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### POLICY:

Lake Superior State University recognizes not only a legal obligation but also a moral and educational responsibility to provide equal employment opportunity both for the sake of fair employment practices and for the sake of meeting the educational needs of its particular student population. Accordingly, the University:

1. Reaffirms its long-standing commitment that there shall be no discrimination on the basis of race, color, religion, national origin, marital status, gender, age, disability or veteran status, in the hiring of applicants or in the treatment of University personnel (see Section 1.5).
2. Enacts a set of positive procedures to ensure that realistic and appropriate goals are established, periodically reviewed, revised, and pursued with respect to:
  - a. Fair employment practices in all personnel matters, and
  - b. The alteration of the composition of the University staff - especially the faculty - to effect a better proportion of minority persons and females, consonant with the particular needs of Lake Superior State University in its present setting, and within the parameters of equal opportunity.

The mechanisms for achieving these objectives shall be continually reviewed and refined to make them sensitive to the entire range of personnel practices in the University. This range includes but is not limited to: recruitment, hiring, appointments, re-appointments, tenure, promotions, compensation, benefits, transfers, layoffs, returns from layoff, University-sponsored training and education, tuition assistance, social and recreational programs, disabilities, retirement, adjustments in workloads, and other conditions of employment. (These mechanisms are outlined in Section 4 of the Policy/Procedures Manual.)

Lake Superior State University is committed to undertake special efforts to identify and attract members of underutilized groups to apply for positions in the University in order to rectify any existing under-utilization and once they have applied, to guarantee that no discrimination in selection will take place. The implementation of this Affirmative Action Policy is designed above all to realize in fact equal employment opportunity.

The mechanisms established for implementing this policy shall at all times be available for public scrutiny through the Office of the President, or the Office of Human Resources, and are set forth in this Procedures Manual. Complaints regarding discrimination in employment may be filed according to procedures set forth in Section 1.5.3 of this manual.