

# THE ADMINISTRATIVE POLICY

## TAP NO. 30: AFFIRMATIVE ACTION, EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY, AND HUMAN RELATIONS IN THE WORKPLACE AND CLASSROOM

The University is committed to the principles of equal educational and employment opportunity for all qualified persons. The University is further committed to nondiscriminatory human relations in the classroom and workplace, without regard to the person's race, color, gender, sexual orientation, age, religion, national origin, marital status or handicap. All of these classes and any other forms of discrimination are totally antithetical to the policy of the University. Moreover, proactive efforts will be taken to develop programs which would extend the general commitment of the University.

Duquesne University is, however, an educational institution operated in affiliation with the Roman Catholic Church in the United States. Nothing in this Policy should be construed as a waiver either of the Constitutional or statutory rights which Duquesne University enjoys as a religiously-affiliated organization. In particular Duquesne University reserves the right to specify as a qualification for employment the ability and willingness to support the values of Catholicism as set forth in the University's Mission Statement.

### A. EQUAL EDUCATIONAL OPPORTUNITY

No person seeking to pursue study at the University shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in their educational pursuits or in having access to any program or activity of the University if they have the required academic qualifications.

### B. EQUAL EMPLOYMENT OPPORTUNITY

No qualified person seeking employment with, or advancement within, the University shall be excluded from the recruiting process and every effort shall be made to hire and promote women, minorities, and handicapped persons in all position classifications. To ensure compliance with this policy, the employing department and all search committees shall be required to document the recruiting and selection process utilized in filling positions and to forward this documentation to the Office of Human Resource Management. The appropriate form assigned for this documentation is attached.

### C. SEXUAL HARASSMENT

(See TAP #31, University Policy on Sexual Harassment).

### D. INTERNAL GRIEVANCE PROCEDURE

Any student or employee who believes that he or she has suffered discrimination, on the basis of his/her race, color, gender, sexual orientation, creed, religion, national origin, marital status or handicap may file a complaint in writing with the Affirmative Action Officer who will invoke the internal grievance procedure with due consideration of the rights of the person being accused or against whom a complaint has been filed. Whenever a record is maintained of any complaint, regardless of its disposition, the accused must be informed of the existence and nature of that complaint. The initial response involves hearing the facts and examining documentation (if any) from the principals in an effort to resolve the issue in an informal manner. In the absence of such resolution, the Affirmative Action Officer, upon request of either principal to the dispute, will call a committee and conduct committee proceedings, and submit the committee's findings and recommendations to the appropriate divisional Vice President. This grievance procedure is entirely internal in nature and no party to the proceedings will be represented by counsel.

Rev. 6/08