



Brandeis University

Affirmative Action

Policy Statement

In accordance with this policy, and in compliance with the Office of Federal Contract Compliance Programs, Brandeis University promotes an Affirmative Action Program that assures that Brandeis will actively seek qualified females, minority group individuals, persons with disabilities and veterans with protected status as applicants for positions where there is demonstrated underutilization.

Brandeis University is also committed to a policy and practice that prohibits discrimination in hiring, promotion, and other terms of employment for all applicants, faculty and staff members. Equal employment opportunities are available regardless of an individual's race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, veteran status or any other category protected by law.

Applicability

This policy applies to all applicants for employment and Brandeis staff and faculty.

Employment Related Activities

Employees are selected, retained, and promoted solely on the basis of qualifications and job performance in relation to the duties and responsibilities of the position. The policy strives to assure non-discrimination in recruiting, hiring, training, compensation, benefits, promotions, transfers or Brandeis sponsored activities of any kind. The University's commitment to non-discrimination and equal employment opportunity complies in letter and in spirit with federal and state statutes and regulations relative to non-discrimination.

Recruitment and Fair Search

The Office of Human Resources works with departments to help them attract and hire qualified applicants including Affirmative Action candidates. As part of the recruitment process, departments are required to submit a Fair Search Report. This report outlines the steps the department took in recruiting candidates and lists the qualifications of the applicant selected for hire. Fair Search Reports are to be submitted to the Office of Human Resources for approval. This information is collected and reported on an annual basis as part of the University's affirmative action plan audit. For questions regarding the Fair Search Report process, please contact the Office of Human Resources at (781) 736-4474.

Harassment

Brandeis' support of equal opportunity includes the recognition that harassment of employees, faculty, and students on the basis of race, color, sex, sexual orientation, religion, gender, national origin, age, genetic information, disability, or status as a special disabled, Vietnam-Era or other eligible veteran, will not be tolerated. All staff, faculty, and students have the right to be free from any conduct that constitutes legally prohibited harassment.

Responsibilities

The University's goals for equal employment opportunity may be achieved only through good -faith efforts. All academic and administrative offices are to manage their areas of responsibility in a fair and equitable manner in all personnel considerations and take affirmative steps within the guidelines of the affirmative action program to recruit and promote qualified minorities and females. In addition, all members of management, supervisory

staff, and faculty have the responsibility to prevent discrimination and harassment and the duty to take immediate action to address discrimination or harassment by reporting any such incidents in accordance with this policy.

Reporting Concerns

The Vice President for Human Resources or designee should immediately be contacted to report a complaint or instance of discrimination or harassment by a staff member or faculty member. The Vice President for Human Resources also serves as the University's Affirmative Action Officer. All complaints of harassment and/or discrimination will be reviewed and investigated as appropriate by the Affirmative Action Officer or designee such as the Director of Employee Relations, Labor Relations and Compliance who also holds affirmative action responsibilities for the University. The Affirmative Action Officer can be reached at 781-736-4464. Complaints against undergraduate and graduate students should be immediately reported to the Dean of Students at 781-736-3600.

AA/Purchasing

Brandeis University purchases a number of products and services from minority/female owned enterprises. It is the University's policy to give these vendors an opportunity to compete for business through the bidding process. Information regarding female/minority vendors may be obtained from the Office of Procurement Services, 781 -736-4500.

Affirmative Action Plan

Brandeis University's non-confidential sections of the Affirmative Action Plan are available through the Affirmative Action Officer.

This policy is for general guidance only. It does not create an employment contract or any right to continued employment at Brandeis University. Brandeis University reserves the right to modify, revoke, suspend, terminate and/or change any and all policies and procedures at any time, with or without notice.

*Office of Human Resources
01/2018*