

Applies to: Faculty, staff, student employees and applicants

POLICY

Issued: 10/01/1973
Revised: 02/02/2004
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The Ohio State University is committed to building a diverse faculty and staff for employment and promotion to ensure the highest quality workforce, to reflect human diversity, and to improve opportunities for minorities and women. The University embraces human diversity and is committed to equal employment opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

POLICY GUIDELINES

I. Definitions

Affirmative Action – Designed to help eliminate effects of past and present discrimination. It is a process in which employers identify areas of improvement, set goals, and take positive steps to enhance opportunities for protected class members - individuals with disabilities, minorities (Asian/Pacific Islander, Black, Hispanic, Native American Indian), veterans (Vietnam veterans, disabled veterans, campaign badge veterans, and recently discharged veterans), and women. Affirmative Action focuses on hiring, training, and promoting qualified protected class members where they are underrepresented.

Applicant – An applicant for employment is defined as an individual who has applied for a specific position at Ohio State.

Discrimination – Discrimination occurs when an adverse employment action is taken and is based upon a protected status. There are two forms of discrimination: disparate treatment and disparate impact. Disparate treatment occurs when an employee suffers less favorable treatment than others because of the protected status. Disparate impact occurs when an employment policy, although neutral on its face, adversely impacts persons in a protected status.

Equal Employment Opportunity – All persons regardless of color, national origin, race, religion, sex, or veteran status shall have equal access to positions in the public service, limited only by their ability to do the job.

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Harassment – Conduct whether verbal, non-verbal or physical constitutes harassment if it is based on a person’s protected status and creates an intimidating, hostile or offensive work or academic environment that unreasonably interferes with work or academic performance or negatively affects an individual's employment or academic opportunities. Harassment can occur between any individuals associated with the University, e.g., an employee and a supervisor; coworkers; faculty members; a faculty, staff member, or student employee and a customer, vendor, or contractor; or a student and a faculty member. Ohio State is committed to providing a workplace that is free of harassment based on age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Protected Class and Protected Status – Protected class is defined by federal law/executive order. Protected status is identified by the university and extends beyond those groups defined by law, to include gender identity or expression and sexual orientation.

II. Guiding Principles

- A. Recruitment processes should be designed and conducted so as to result in the most diverse and qualified applicant pool possible.
- B. Selection practices should emphasize hiring the best-qualified individuals with due consideration for persons from underrepresented groups.
- C. Management practices should facilitate inclusive work environments that value and seek out human diversity and reward effective human relations skills.
- D. Management practices should emphasize prevention of discrimination and harassment.
- E. Training and development opportunities should be made available to employees and should enhance the opportunities for individuals from underrepresented groups.
- F. Promotion practices, including tenure, should be inclusive and acknowledge the contributions of qualified individuals from underrepresented groups.

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PROCEDURE

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I. Unit Responsibilities

- A. Ensure that to the extent possible Affirmative Action goals are met, and issues of under-utilization are met.
- B. Ensure that management practices prevent discrimination and support Equal Employment Opportunity (EEO).
- C. Provide information and resources to supervisors, managers, and employees in support of Affirmative Action, EEO, and non-discrimination.
- D. Ensure that instances of discrimination are promptly addressed and remedied.
- E. Display required EEO materials.
- F. Seek consultation from the Office of Human Resources, [Consulting Services](#), in meeting obligations under this policy.
- G. Enter employee Affirmative Action employment data into the Human Resource Information System (HRIS).

II. Office of Human Resources Responsibilities

- A. Produce and maintain the University Affirmative Action Plan.
- B. Produce and update the [Affirmative Action Plan for Veterans & Individuals with Disabilities](#) yearly.
- C. Publish findings of the Affirmative Action planning process (e.g. availability data, placement goals, etc.).
- D. Consult with units regarding results of the Affirmative Action planning process and their responsibilities under this policy.
- E. Provide Affirmative Action, EEO, and non-discrimination information and resources.

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F. Investigate complaints of discrimination and harassment.

III. Employee Responsibilities

Complete and submit the [Equal Employment Identification Form](#).

IV. Complaints

Procedures for allegations of discrimination or harassment are addressed in [Guidelines for Investigating Complaints of Discrimination and Harassment](#).

V. Job Posting Language

A. Required Tagline for Job Postings: “EEO/AA employer”

B. Recommended (Optional) Tagline for Job Postings: “To build a diverse workforce Ohio State encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA employer.”

RESOURCES

For questions:

- Office of Human Resources, [Consulting Services](#) 614-292-2800
- Office of Human Resources, [Veterans Affairs](#) 614-292-7047
- Office of Human Resources, [Employment Services](#) 614-292-9380
- Americans with Disabilities Act [Coordinator](#) 614-292-6207

For forms:

- Equal Employment Identification Form <http://hr.osu.edu/hrpubs/forms.htm>

For more information:

- Guidelines for Investigating Complaints of Discrimination and Harassment <http://hr.osu.edu/hrpubs/guidelinesdiscrim.pdf>
- Posters available on the US Department of Labor Web site <http://www.dol.gov/esa/regs/compliance/posters/eo.htm>
<http://www.hrcomply.com/products/products.posters.html>