

**OFFICE OF THE CHANCELLOR**  
University of New Orleans

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Administrative Policy &  
Procedure (AP) 2.1  
Effective Date: August 11, 1993

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**SUBJECT:** Compliance with Equal Employment Opportunity (EEO) Policy

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PURPOSE

To set forth additional procedures for implementing AP 2 with respect to academic and unclassified appointments and for monitoring the effectiveness of the University's Affirmative Action Program.

GENERAL POLICY

The University's EEO policy is set forth in AP 2.

AUTHORITY

The Authority for this AP is PM-55. This AP supersedes CM-20, which is rescinded.

PROCEDURE

Filing Vacancies

<u>WHO</u>	<u>STEPS</u>
Department or Division Head (hereinafter "Department")	1. Obtains authorization to fill the vacancy by submitting Form 107 through channels, then to the Assistant to the Chancellor for Equal Opportunity.
Assistant to the Chancellor for Equal Opportunity	2. Reviews the duties, responsibilities and professional qualifications required for the position.  3. Returns Form 107 for academic appointments to the Office of Academic Affairs and returns Form 107 for nonclassified appointments to appropriate vice chancellor area.
Office of Academic Affairs/ Vice Chancellor area	4. Returns Form 107 to the Department.

WHO

STEPS

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|---|-----|--|
| Department  | 5.  | Following approval of Form 107, submits a copy of advertising outlets (i.e., newspapers, journals, universities, job placement lists, etc.) to the Assistant to the Chancellor for Equal Opportunity.  |
| Assistant to the Chancellor for Equal Opportunity | 6.  | Verifies the wording of advertisements to make sure it complies with applicable rules.   |
|   | 7.  | Suggests, when appropriate, additional advertising outlets.  |
|   | 8.  | Returns proposed advertisement to the Department.  |
| Department  | 9.  | Places the advertisement with the specified advertising media.   |
|   | 10. | Following selection of a successful candidate, submits a request for authorization to offer the position through channels and to the Assistant to the Chancellor for Equal Opportunity, along with evidence of a systematic and vigorous search for minority and female applicants; i.e., completed EEO compliance form, copies of advertisements, names of advertising media, etc. ( <u>Authorization to offer the position will be granted only if the evidence submitted is satisfactory.</u> ) |
| Assistant to the Chancellor for Equal Opportunity | 11. | Verifies the phrase "EEO Compliance Certified" which appears on Form 101 by a thorough review of submitted documents.  |
| Department/University                             | 12. | Makes offer to successful candidate following approval of the request for authorization.   |

The objective of hiring female and minority persons will be reemphasized to Deans, Directors, and other Administrative Officers. Special attention will be focused on:

1. Eliminating an underrepresentation of minority and female employees in colleges, departments or divisions.
2. Hiring of full and part-time minority and female faculty as adjunct faculty.
3. Increasing the representation of females and minorities in administrative positions.

When an examination of availability data reveals that minority and female representation can realistically be increased, the appropriate dean and department chair will meet with the Provost and the Assistant to the Chancellor for Equal Opportunity to discuss ways of improving the balance.

### Monitoring Mechanisms

Monitoring mechanisms have been established to review the following personnel decisions:

1. Tenure and Promotions

Deans, Directors, and other Administrative Officers will submit the following to the Assistant to the Chancellor for Equal Opportunity: number of personnel considered for tenure and/or promotion; number of personnel recommended for tenure and/or promotion; names of individuals not recommended for tenure and/or promotion.

2. Merit Increases

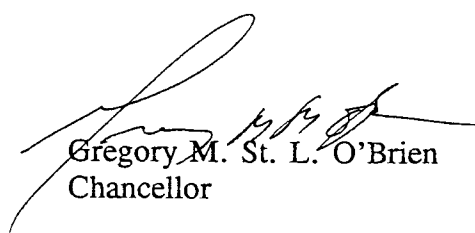
Pursuant to 12-4(6) of the UNO Affirmative Action Plan, recommended merit increases will be reviewed by the Provost, along with the Assistant to the Chancellor for Equal Opportunity, to determine consistency, equity and compliance with applicable rules.

3. Committee Assignments

Pursuant to paragraph 6-2(a) of the UNO Affirmative Action Plan, the Assistant to the Chancellor for Equal Opportunity will review selected committee appointments to ensure representation of minorities and females.

If the circumstances related to a decision in any of the above categories appear to contradict the objectives of the Affirmative Action Program of the University, the Assistant to the Chancellor for Equal Opportunity, through the Chancellor, will make further investigation.

The policies and procedures set forth in this AP apply to all categories of personnel, including positions supported by grants and contracts with agencies outside the University.



Gregory M. St. L. O'Brien  
Chancellor