

# West Virginia State University Board of Governors

## West Virginia State University

### BOG Policy #17

#### **Title: Equal Opportunity and Affirmative Action**

#### Section 1. General

1.1 Scope: This policy extends to all West Virginia State University (WVSU) activities related to the management of its educational, employment, financial, and business affairs.

1.1.1 The scope of this policy prohibiting discrimination and harassment extends, but is not limited to, the following: recruitment, employment, promotion, transfer, training, work conditions, wage and salary administration, benefits, discipline, transfer, layoff, termination processes, and the application of all other employment-related policies. These principles of non-discrimination and anti-harassment also apply to business relationships of the University, such as the selection and treatment of independent contractors, personnel working on University premises, and any other persons or firms doing business with the University.

1.2 Authority: West Virginia Code §18B-1-6 and Series 4 of the West Virginia Higher Education Policy Commission (HEPC).

1.3 Effective Date: May 4, 2020

#### Section 2. General Policy

2.1 It shall be the policy of West Virginia State University (University) to provide equal employment opportunities to qualified employees and applicants and to prohibit discrimination or harassment against any such individuals on the basis of protected characteristics. In accordance with The West Virginia Higher Education Policy Commission (HEPC), the University considers race, color, religion, sex/gender, national origin, ancestry, age, blindness, disability, pregnancy, genetic information, sexual orientation, gender identity, and veteran or military status or other category that is protected under federal, state, or local anti-discrimination laws as protected characteristics and will not permit discrimination or harassment against any employee or applicant for employment on the basis of any such characteristic.

The University will conform both to the letter and the spirit of the law and regulations with respect to prohibiting any such discrimination or harassment and will encourage and support voluntary affirmative action where necessary to ensure that institutions employ, advance in employment, and treat all qualified persons without discrimination in any employment practices.

2.2. Under the HEPC's additional authority to allocate specified functions and responsibilities among the institutions within the jurisdiction of the HEPC, each institution shall accept primary and long-term responsibility for the development and implementation of equal employment

opportunity and where necessary, affirmative action policies consistent with the HEPC's guidance and all applicable state and federal laws and regulations.

2.3. The University and the HEPC shall take the initiative in developing or modifying its plans to achieve compliance with the equal employment opportunity and affirmative action policies of the HEPC, as well as those of the state and federal governments.

2.3.1 The President of the institution shall, through appropriate means, establish and maintain a positive program of equal employment opportunity and affirmative action within their jurisdiction in accordance with all laws and regulations applicable to the institution. The equal employment opportunity and affirmative action goals of the institution must be integrated into and consistent with other performance goals of the institution.

2.3.2 The related goals and timetables of each institution shall be vigorously pursued to achieve proportional representation of minorities and women in the workforce based on their availability within the relevant workforce recruitment markets. The effective pursuit of affirmative action requires not only the adoption of an adequate plan but also results-oriented procedures designed to ensure the involvement of managers at all levels of the University. Institutional Affirmative Action plans shall be submitted to the Chancellor by July 1 of each year.

2.4 The institution shall utilize the following statement on all of its communication documents to ensure its constituents and the public are aware of its equal opportunity and affirmative action policy:

2.4.1. West Virginia State University is an equal opportunity/affirmative action institution and does not discriminate against any person because of race, color, religion, sex/gender, national origin, ancestry, age, blindness, disability, pregnancy, genetic information, sexual orientation, gender identity, veteran or military status or other category that is protected under federal, State, or local anti-discrimination laws as protected characteristics.

#### **WVSU EO/AA STATEMENTS**

Federal law [41 CFR 60-300.5(a)12 and 741.5(a)7] requires that the University and all of its entities display their equal opportunity and affirmative action statements ("EEO Tagline") in all recruiting and advertising materials and publications such as:

Emails	Applications
Brochures	Publications
Policies	Annual Reports
Catalogs	Newsletters
Stationery	Handbooks
Magazines	Posters
Job Postings/Advertisements	

This requirement applies university-wide and includes all corporations, foundations, departments, divisions, units, and levels.

The University's EO/AA statement shall appear on all print and online versions of university publications that are made available to students, employees, applicants, program participants, and the general public.

The statement should be positioned in a prominent location, typically after an employee email signature, near the front or back cover of a document, or immediately before or after an ad. For publications that invite participation or attendance at an event, additional information regarding disability accommodations must also be included.