College of Osteopathic Medicine

ELEMENT 1.5 - NON-DISCRIMINATION POLICY
SUBJECT: Equal Access and Equal Employment Opportunity

PURPOSE: The purpose of this policy is to establish a comprehensive program ensuring Sam Houston State University is in compliance with Federal regulations and Texas Labor Code Chapter 21 which require equal access and equal employment opportunity.

POLICY: Sam Houston State University will not discriminate against any employee or applicant for employment because of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran’s status, sexual orientation, or gender identity. Such action shall include, but not be limited to the following: employment, up-grading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Sam Houston State University takes seriously the initiative to make the needed extra efforts to remedy areas of underutilization in our workforce. The University finds that a workforce and student body that is representative of our multicultural society is integral to our educational mission as it promotes learning and valuable experience that prepares our students to succeed in a variety of diverse environments. In recognition that the University has not yet attained a critical mass of diverse employees, the University commits to providing equal employment opportunities and determines that increasing diversity is an essential and significant component of the hiring process. Personnel actions are reviewed to ensure Equal Employment Opportunity (EEO) compliance.

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1. Dissemination of Policy

Policies related to equal employment and equal access to educational opportunities are open records for public inspection. In addition, the University will take positive steps as needed to make it known to the public that Sam Houston State University is an Equal Access and Equal Employment Opportunity institution of higher education. Some of the methods used to inform the public are:

a. Internal Dissemination

(1) The importance of equal employment opportunity and equal access will be clearly documented in University policy manuals and a copy given to each Vice President, Dean, Department Head, and Supervisor who is responsible for hiring.

(2) The fact that Sam Houston State University is an Equal Access and Equal Employment Opportunity institution of higher education will be documented in the Faculty Handbook.
(3) The President of Sam Houston State University and his/her chief administrators will stress the importance of Equal Employment and Equal Access in meetings with the faculty and administrative staff.

(4) The Affirmative Action Plan is on file in the Human Resources Department and will be made available to any interested individual upon request.

b. External Dissemination

(1) All contracts, leases and purchase orders will contain an Equal Employment Opportunity statement.

(2) The Equal Employment Opportunity policy statement will be on the employment application form.

(3) Written notification of the University's Equal Employment Opportunity policy will be sent to all subcontractors, vendors and suppliers.

(4) Recruitment literature, newspaper advertising, and position announcements will contain statements of the University's Equal Employment Opportunity policy.

2. Responsibility for Implementation

Overall responsibility for the implementation and administration of the Affirmative Action Plan is included in the job duties of the President of Sam Houston State University. As the University's chief administrator over equal access and equal employment, the President has delegated to the Vice Presidents, Deans, Department/Division/School Heads, Supervisors and Faculty the authority and responsibility for carrying out this plan at each corresponding level. Each of these individuals is expected to put forth a good faith effort to assure the success of this plan.

The Associate Vice President for Human Resources and Risk Management has been designated by the President as the University's Civil Rights Compliance (CRC) Officer. The Associate Vice President for Human Resources and Risk Management will analyze all University personnel actions to ensure compliance with this policy. As such, his/her responsibilities include:

a. developing policy statements, and internal and external communication techniques;

b. assisting in the identification of problem areas;

c. assisting administrators and supervisors in arriving at solutions to problems;

d. designing and implementing audit and reporting systems that will measure the effectiveness of the University's programs, indicate the need for remedial action, and determine the degree to which goals and objectives have been attained;

e. serving as liaison between the University and enforcement agencies;

f. serving as liaison between the University and minority organizations, women's organizations and community action groups concerned with employment opportunities of minorities and women; and

g. keeping the administration informed of the latest developments in the area of equal opportunity.
3. **Workforce Analysis**

Sam Houston State University utilizes the following reports showing the representation of employees in each job classification or occupational group:

a. Workforce - a report that gives total workforce by Equal Employment Opportunity (EEO) job category, race, and sex.

b. Annual Report and Agency New Hire/Workforce Summary - a report that provides new hire data by EEO job category, race, and sex.

4. **Utilization Analysis**

Sam Houston State University uses the Equal Employment Opportunity Minority Hiring Practices Report prepared by the Texas Workforce Commission Civil Rights Division to compare SHSU’s current workforce to the statewide civilian workforce composition to identify underutilization of each protected class of employees within each job classification and occupational group. For faculty and other instructional positions, departments with similar disciplines are combined; and for non-instructional positions, jobs are grouped by EEO job categories. Additional analysis includes separation of faculty by college and the combination of all faculty and professional positions. The Affirmative Action analysis is completed for each EEO job category, and achieving the following determinations:

a. Current Workforce
b. Expected New Hires
c. Percentage Available
d. Employment Goal

5. **Goals**

Where deficiencies exist and where numbers or percentages are relevant in developing corrective action, the University establishes and sets forth goals.

The Goals are calculated as follows:

a. The utilization of each protected class is determined by subtracting the availability from the representation in the workforce for each race and sex.

b. If the remainder is negative, underutilization exists and a goal is established.

c. Employment goals are established by multiplying the total number of employees in the work group by the percent of availability and rounding to the nearest whole number.

d. Hiring goals are established for each underutilized group by subtracting the number currently in the workforce from the employment goal.

6. **Identification of Problem Areas**

a. In order to identify problem areas, an in-depth analysis has been made of the following:

   (1) the composition of the workforce by minority group status and sex;

   (2) the composition of applicant flow by minority group status and sex;
(3) the total selection process including position descriptions, position titles, worker specifications, application forms, interview procedures, test administration, test validity, referral procedures, and the final selection process;

(4) transfer and promotion practices, and the awarding of tenure;

(5) facilities, University sponsored recreation and social events and special programs such as educational assistance;

(6) University training programs, both formal and informal;

(7) workforce attitude.

b. The following problem areas have been identified:

(1) There is an underutilization of minorities and women in certain job titles and EEO categories.

(2) There is an underutilization of minorities in executive, professional, secretarial/clerical, skilled craft and service maintenance positions.

(3) There is an underutilization of minorities and women in faculty positions.

7. Faculty Recruitment Plan to Remedy Underutilization of Minorities and Women

a. Personnel Requisition:
   To assure that only job related criteria is considered in the staffing process, the following steps are taken before the job opening is announced. When a requisition is received by the Human Resources Department to fill a faculty position, the Human Resources Specialist will:

(1) Verify, using the job description, the job related criteria to be used in the recruiting and selection process.

(2) Prepare a job announcement to be posted for at least five (5) to ten (10) calendar days.

(3) Provide the chairperson of search committees with EEO information such as faculty hiring goals, and the dos and don'ts of EEO hiring.

b. Recruitment:
   Job openings for faculty job classifications that are identified as being underutilized relative to our employment goals will receive special effort to recruit qualified protected class applicants. Special efforts should include but not limited to:

(1) Targeted advertising and distribution of the job announcement
(2) Contact with faculty organizations
(3) Contact with higher education leaders in the targeted class
(4) Word of mouth

c. Applicant Screening Steps:

(1) Pre Screening – Letters of interest, resumes, and applications are screened by the search committee to determine if the person has the minimum requirements for the faculty position. Applicants are screened using a matrix or other selection tool based on previously established job related criteria. Only applicants who have completed an official application are considered for the job. Those who do not meet the minimum requirements are held in the search committee file for future reference.
(2) Invitations for interview – The most promising candidates chosen by the search committee are invited for a job interview.

d. Campus visit and interview:
Candidates accepting the invitation are scheduled for a campus interview with members of the search committee and the department chair.

e. Hiring Selection:

(1) Committee Recommendations – The Search Committee will submit a report to the department chair recommending the candidate(s) deemed best suited for the position.

(2) Selection – The department chair in consul of the dean of the college will review the Search Committee report and select the applicant they wish to offer the job. Decision makers shall have the flexibility to holistically consider the pertinent elements of each candidate’s diversity with the candidate’s qualifications in light of the University’s commitment to achieving a workforce representative of our society.

(3) EEO compliance review – The dean of the college recommends to the Provost and Vice-President for Academic Affairs the terms and conditions of the proposed job offer to the chosen candidate. The VPAA reviews the committee report and the dean’s recommendation to determine that EEO hiring guidelines were complied with throughout the selection process before the job offer is authorized.

(4) Approval - All faculty appointments are contingent upon the approval of the President and the Board of Regents.

8. Non-Faculty Recruitment Plan to Remedy Underutilization of Minorities and Women

a. Personnel Requisition:
To assure that only job related criteria is considered in the staffing process, the following steps are taken before the job opening is announced. When a requisition is received by the Human Resources Department to fill a non-faculty position, the Human Resources Specialist will:

(1) Compare the requisition with the standard position description to ensure that it accurately reflects the position functions, and that it is consistent for the same position from one location to another.

(2) Verify the required job specifications by comparing with the position description. Special attention is given to the specific education, experience and skill requirements to ensure that the requirements in themselves do not create an adverse impact on protected classes.

(3) Determine that the position is correctly classified, or recommend the job for a reclassification study before recruitment efforts begin.

(4) Prepare a job announcement to be posted for at least five (5) to ten (10) calendar days.

b. Recruitment:
Job openings for non-faculty job classifications that are identified as being underutilized relative to our employment goals will receive special effort to recruit qualified protected class applicants.

Special efforts should include but not limited to:

(1) Targeted advertising and distribution of the job announcement.
(2) Contact with community organizations to list vacancy notices. The specific organizations will vary depending on the underutilization.

(3) Contact with community leaders in the targeted class. The specific leaders will vary depending on the underutilization.

(4) Word of mouth

c. Applicant Screening Steps:
Applications are received by the Human Resources Department. Our applicant screening tool or matrix is used to determine if the applicant meets the minimum requirements for the job. The applicants who meet the minimum requirements go on to step 2. Applicants not meeting the minimum requirements are not considered for the position.

(1) Pre-Interview Screening - The Human Resources Specialist will refer all of the applicants meeting the minimum requirements to the hiring supervisor. The hiring supervisor will decide the group of applicants who will be interviewed. The hiring supervisor will use a screening tool or matrix to evaluate the applicants based on the required knowledge, skills, abilities, experience and education as outlined in the job vacancy notice. All qualified applicants will be considered. The screening tool or matrix is part of the record that will be maintained to indicate the disposition of each applicant at this step.

(2) Interview Questions - The hiring supervisor and Human Resources Specialist will work together to develop interview questions that cover objective, job related criteria, and inquire about each applicant's knowledge and competencies to perform the job. Interview questions should be similar for each applicant, strictly job related, and meet the legal standard. Questions should not be of a personal nature or any that could be used to discriminate on Civil Rights protected grounds.

(3) Interview - During the interview process, the hiring supervisor will use the screening tool or matrix to rate the applicants interviewed.

d. Hiring Selection:
The hiring department supervisor will review the finalists, and in counsel with the Human Resources Specialist, will select the applicant to which the job offer will be extended. Managers shall have the flexibility to holistically consider the pertinent elements of each candidate’s diversity with the candidate’s qualifications in light of the University’s commitment to achieving a workforce representative of our society. The requisition file will be reviewed by the Associate Vice President for Human Resources and Risk Management or designee to assure compliance with EEO guidelines before the selection is final. A record of the disposition of each applicant at this level is maintained.

9. Compensation Practices
Sam Houston State University has established a plan of action to assure compensation practices are administered in a fair and equitable manner which does not discriminate against protected class employees as follows:

a. Six-Month Pay Adjustments - All six-month pay adjustments will be reviewed by the CRC Officer to assure they are in compliance with EEO guidelines and University policy.

b. Merit Pay Increases - All merit pay increases will be reviewed by the CRC Officer to assure compliance with EEO guidelines and university policy.

c. All Other Pay Increases - Any personnel actions resulting in adjustments in pay will be reviewed by the CRC Officer to assure compliance with EEO guidelines and university policy.
If the CRC Officer determines a discrepancy exists he/she will have the authority to act to make immediate remedy.

10. Integration of Equal Access and Equal Opportunity
Sam Houston State University has taken the following steps to ensure equal access and equal employment opportunity is integrated into every area of the University and the community:

a. If apparently qualified minority or female employees are passed over for upgrading or promotion, the department head or supervisor must submit written justification and receive approval from the Associate Vice President for Human Resources and Risk Management prior to the action.

b. As part of their regular job duties, Human Resources personnel engage in job counseling with employees to aid them in opportunities for advancement.

c. All employees are informed about and actively encouraged to participate in University social and recreational activities.

d. The Human Resources Department web site (http://www.shsu.edu/~hrd www/) lists all current staff and faculty job openings. The Staff and Faculty Employment Opportunities web pages are available seven (7) days a week, twenty-four (24) hours a day and are updated as changes occur.

11. Sex Discrimination Guidelines
It is the policy of Sam Houston State University to recruit, hire, train and promote persons in all job titles without regard to sex, except where sex is a bona fide occupational qualification. For additional guidance, please see Finance & Operations Human Resources Policy ER-7, Discrimination, Sexual Harassment, and Equal Employment Opportunity. Furthermore, all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, training, education, social and recreational programs will be administered without regard to sex. It is also the policy of Sam Houston State University to maintain a workplace free of sexual harassment.

All recruiting sources will be informed verbally and in writing of the University's Affirmative Action Recruitment Plan, stipulating that these sources recruit and refer applicants for all positions listed without regard to the sex of the applicant.

12. Guidelines on Discrimination Because of Religion or National Origin
It is the policy of Sam Houston State University to recruit, hire, train and promote persons in all job titles without regard to religion or national origin. The CRC Officer periodically reviews University employment practices to determine whether members of various religions and/or ethnic groups are receiving fair consideration for job opportunities. Based upon the findings of such reviews, appropriate outreach and positive recruitment activities, such as those listed below, are undertaken in order to remedy existing deficiencies:

a. Internal communication of the University's obligation to provide equal employment opportunity without regard to religion or national origin in such a manner as to foster understanding, acceptance and support among administrative, supervisory and all other employees and to encourage such persons to take the necessary action to aid the University in meeting this obligation.

b. Review of internal procedures to ensure that the University's obligation to provide equal employment opportunity without regard to religion or national origin is being fulfilled.
c. Periodically informing all employees of the University's commitment to equal employment opportunity for all persons, without regard to religion or national origin.

d. Enlisting the assistance and support of all recruitment sources for the University's commitment to provide equal employment opportunity without regard to religion or national origin.

The University agrees to make reasonable accommodations to the religious observances and practices of employees or prospective employees who regularly observe Friday evening and Saturday, or some other day of the week, as their Sabbath and/or who observe certain religious holidays during the year and who are conscientiously opposed to performing work on such days, when such accommodations can be made without undue hardship on the conduct of the University's business. In determining the extent of hardship such accommodations might make, the University considers the following factors: (a) business necessity, (b) financial costs and expenses, and (c) resulting personnel problems.

The President of Sam Houston State University, has a strong personal commitment to equal employment opportunity, and requires the assistance and support of faculty and staff employees in her commitment to the spirit of equal access.

Reviewed by:  David M. Hammonds, Associate VP for Human Resources & Risk Management-03/20/2014
Next review: 04/01/2019
SUBJECT: Discrimination and Equal Employment Opportunity (EEO)

PURPOSE: To provide an educational and working environment free of unlawful discrimination or harassment to all members of the University community and to establish a complaint resolution policy to help identify and eliminate discrimination, and to resolve such complaints in a fair and timely manner.

POLICY: It is the policy of Sam Houston State University to review and resolve complaints of discrimination by any member of the University community, including faculty, staff, students or visitors. Each supervisor has a responsibility to maintain the workplace free of discrimination. This duty includes discussing this policy with all employees and assuring them that they are not to endure discrimination, and that false accusations will result in disciplinary action up to and including termination. For employee-related complaints, the Associate Vice President for Human Resources and Risk Management or designee will be responsible for maintaining records of all formal complaints and the results of such complaints. For student-related complaints, the Dean of Students or designee will be responsible for maintaining records of all formal complaints and the results of such complaints.

Title VII of the Civil Rights Act of 1964 protects individuals against employment discrimination on the bases of race and color, as well as national origin, sex, and religion. Sam Houston State University, in accordance with applicable federal and state law (including Title VII) and institutional values, prohibits discrimination or harassment on the basis of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran's status, sexual orientation, or gender identity. All personnel actions, including recruitment, employment, training, upgrading, promotion, demotion, termination, and salary administration are reviewed to ensure Equal Employment Opportunity (EEO) compliance.

Complaints of discrimination based upon sex related to sexual harassment and/or sexual misconduct are governed by the University's Sexual Misconduct Policy and Procedures.

CONTENTS:
1. EEO Training
2. Definitions
3. Reporting
4. Procedure for Resolving Complaints
5. General Provisions

1. **EEO Training**

   Employees are required to complete EEO Training. This training is web based and provides a certificate of completion at the end of the course. Employees must complete the training within thirty (30) days from their employment date. Follow up training is required every two (2) years thereafter. Employees who do not complete the required training will be subject to disciplinary action up to and including termination.

2. **Definitions**

   a. **DISCRIMINATION** -- Defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their
employment or education because of their race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran’s status, sexual orientation, or gender identity.

b. HARASSMENT -- A form of discrimination that’s defined as verbal or physical conduct that is directed at an individual or group because of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran’s status, sexual orientation, or gender identity when such conduct is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual’s or group’s academic or work performance; or of creating a hostile academic or work environment. This conduct can include technology-based communications such as texting, online classroom chats, or social networking sites.

3. Reporting

A person who believes that he or she has been subjected to any type of discrimination should report the incident to the appropriate University official, administrator, or supervisor. Students are encouraged to report such incidents to the Assistant Dean of Students for Parent Relations and Special Projects or the Associate Vice President for Human Resources and Risk Management. Employees and visitors are encouraged to report to the Associate Vice President for Human Resources and Risk Management. Incidents should be reported as soon as possible after the time of their occurrence. No person is required to report discrimination to the alleged offender. Every attempt should be made to keep the information confidential and restricted to only those who have an absolute need to know. A person who makes a complaint should be advised that principles of fairness and due process may require disclosure to the alleged harasser, who shall be warned against retaliation upon pain of disciplinary action in accordance with Section 5e of this policy.

Complaints alleging sexual harassment are governed by and investigated under the University’s Sexual Misconduct Policy and Procedures.

The Associate Vice President for Human Resources and Risk Management office is located on the second floor of the John W. Thomason Building at 1831 University Avenue, Suite 202, Huntsville, TX 77340. The main Human Resources phone number is (936) 294-1070. The Assistant Dean of Students for Parent Relations and Special Projects office is located on the second floor of the Lowman Student Center at 1802 Avenue I, Suite 215, Huntsville, TX 77340. The main Dean of Students phone number is (936) 294-1785.

4. Procedure for Resolving Complaints

Any student, staff employee, or faculty member who feels he/she is the victim of discrimination should follow these steps:

a. INFORMAL COMPLAINT

All complaints will be considered informal until they are filed in writing. A person who believes he/she is the victim of discrimination is encouraged to seek an informal resolution as follows:

[STEP ONE]

In circumstances where it is perceived that personal safety or employee/student status is not in jeopardy, the offended individual should clearly communicate to the offender that the behavior is unwelcome and must cease immediately.

[STEP TWO]

(1) If Step One fails or is deemed inappropriate, the offended individual should report the incident(s) to the University Civil Rights Compliance (CRC) Officer. The University CRC Officer is the Associate Vice President for Human Resources and Risk Management.
Students may report student on student incidents to the Assistant Dean of Students for Parent Relations and Special Projects.

(2) The CRC Officer will counsel with the complainant to determine the extent of the alleged discrimination.

(3) The evidence presented by the complainant will be reviewed by the CRC Officer to determine if there is cause to believe that a discrimination violation occurred.

(4) If in the judgment of the CRC Officer a violation did not occur, the complainant will be so advised and given a verbal explanation of why the incident(s) described does not constitute discrimination.

(5) If the complainant does not agree with the CRC Officer’s judgment as stated above, the complainant will be given the opportunity to file a formal written complaint.

(6) If the CRC Officer has cause to believe that discrimination did occur, he will give the complainant the option to file a formal complaint or to continue to pursue an informal resolution.

(7) If the complainant chooses to continue the informal procedure, the CRC Officer will notify the person being charged that an informal complaint has been filed against him/her and that the complainant wishes to seek an informal resolution to the problem. The CRC Officer will offer the charged party an opportunity to confirm or rebut the charge. The CRC Officer then meets with both parties together or independently and will try to reach a mutually agreeable resolution.

(8) If a resolution is not achieved, the charging party will be given the opportunity to file a written formal complaint.

b. **FORMAL COMPLAINT**

To be considered a formal complaint, the complaint must be submitted to the CRC Officer in writing. Appeals must be filed within five (5) working days of receiving an answer and each step should be completed within ten (10) working days. The complaint should contain the following information:

- Name of the complainant;
- Contact information, including address, telephone number, email address;
- Name of person(s) directly responsible for alleged violations(s);
- Date(s) and place(s) of alleged violation(s);
- Nature of alleged violation(s) as defined in this policy;
- Detailed description of the specific conduct that is the basis of alleged violation(s);
- Copies of documents pertaining to the alleged violation(s);
- Names and contact information (if known) of any witnesses to alleged violation(s);
- Action requested to resolve the situation;
- Complainant’s signature and date of filing;
- Any other relevant information.

[STEP ONE]

(1) The CRC Officer will, as determined necessary, investigate and/or review with pertinent parties the written complaint.
(2) If the CRC Officer does not feel there is cause to believe that discrimination occurred, he/she will so advise the complainant in writing stating the reason for his/her decision.

(3) If the CRC Officer feels there is cause to believe that discrimination did occur, he/she will notify the charged party that he/she has been formally charged with discrimination and will give him/her a copy of the complaint. The CRC Officer will give the accused party the opportunity to confirm or rebut the charge in writing. The CRC Officer then meets with both parties either together or separately and will try to reach a mutually agreeable resolution.

[STEP TWO]

If a solution is not reached in Step One, the CRC Officer and the Vice President(s) will meet with both parties, either together or separately, to review both sides of the issue. They will then mutually agree on a resolution which will be communicated in writing to both parties. Both parties will be instructed by the Vice President(s) to comply with the terms of the resolution.

[STEP THREE]

(1) The decision of the Vice President may be appealed by either party to the President by submitting a written statement to the CRC Officer. The appeal must include the basis of the appeal and the remedy sought.

(2) The President will take whatever action she/he determines appropriate to resolve the complaint. The President’s decision will be final and binding.

5. General Provisions

a. TIMELINES -- The deadlines specified herein may be extended by the University CRC Officer. A request for extension must be submitted in writing at least one (1) day before the deadline and must include the reason for the request.

b. TRANSFER OF FUNCTION -- If a complaint, whether informal or formal, is directed against a Vice President or the CRC Officer, the functions assigned to the person by these procedures will transfer to the President or her/his designee.

c. RESORT TO OTHER PROCEDURES -- If prior to filing a complaint hereunder or while a formal complaint proceeding is in progress, a complainant seeks resolution of the complaint in any other forum, whether administrative or judicial, the University shall have no obligation to entertain or proceed further with the complaint pursuant to this complaint procedure.

d. RIGHT TO ADVISOR -- The complainant and the respondent each have the right to bring an advisor to the meeting. The advisor may not act as a participant in the meeting, but may render consultation to the advisee. If either party chooses to exercise this option, he/she shall submit the name of the advisor in writing to the CRC Officer at least forty-eight (48) hours prior to the meeting.

e. RETALIATION PROHIBITED -- A supervisor or employee commits an unlawful employment practice if the supervisor or employee retaliates or discriminates against a person, who (a) opposes a discriminatory or harassing practice, (b) makes or files a complaint alleging employment discrimination or harassment, (c) or testifies, assists, or participates in any manner in an investigation or proceeding. Any employee who retaliates against another employee violates the University’s policies and procedures and may be subject to disciplinary action up to and including termination. Instances of alleged retaliation shall be investigated pursuant to the procedures of this policy.
f. EMPLOYEE SANCTIONS -- University sanctions for violations of this policy may include any
disciplinary action, up to and including termination of employment for faculty or staff. Unlawful
discrimination is illegal under state and federal law. Official governmental investigations by the
Equal Employment Opportunity Commission, the Texas Workforce Commission Civil Rights
Division, and/or the Office of Civil Rights of the Department of Education may result in civil
lawsuits against any person guilty of unlawful discrimination or harassment.

Reviewed by: David M. Hammonds, Associate VP for Human Resources & Risk Management-03/28/2018
Next review: 04/01/2019
1. GENERAL

1.01 The Sam Houston State University College of Osteopathic Medicine (SHSU-COM) is committed to training individuals who are prepared to participate in the continuum of medical training to become future doctors of osteopathic medicine. The SHSU-COM does not discriminate on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age, disabilities, religion, creed, ancestry, marital status, citizenship, or veteran’s status. The SHSU-COM expects that technical standards be met by all applicants and students, but will not discriminate against individuals who are otherwise qualified.

1.02 The SHSU-COM conducts a holistic review process, in compliance with the Texas Education Code Admission and Scholarship Factors for Graduate and Professional Programs. (Tex. Educ. Code § 51.842). In summary, the Office of Admissions and the SHSU-COM Admissions Committee considers the following:

- Motivation, dedication, and passion for the osteopathic medical profession
- Commitment to social accountability and alignment with SHSU-COM mission
- Academic achievement and scholarship
- Socioeconomic background
- Life experience

1.03 SHSU-COM shall annually publish the national and state average MCAT scores and GPAs of matriculated students. Additionally, the SHSU-COM shall annually publish the average MCAT, GPA, and demographic profile of the most recently matriculated student cohort.

2. ADMISSION PREREQUISITES AND MATRICULATION REQUIREMENTS

2.01 At least three years (90 semester hours or 134 quarter hours) towards a bachelor’s degree from a U.S. or Canadian college or university accredited by a Texas Higher Education Coordinating Board recognized accrediting body (some courses may be in progress).

2.02 Completion of the following courses with no grade below “C” (2.0 on a 4.0 scale):

- English, 6 credit hours
- Biology, including laboratory; 8 credit hours
- Physics, including laboratory; 8 credit hours
- General Chemistry, including laboratory; 8 credit hours
- Organic Chemistry, including laboratory; 8 credit hours
  - Biochemistry can be substituted for Organic Chemistry II
- Mathematics: 6 credit hours - 3 hours must be Statistics
2.03 Submit to a criminal background check prior to matriculation. Applicants are on notice that individuals with a criminal history may be unable to secure partner medical facility approvals for participation in required clinical rotations, which will preclude completion and award of the Doctor of Osteopathic Medicine degree. Applicants are further advised that the Texas State Board of Medical Examiners may deny the application for license to practice medicine of an individual with a criminal history that includes a felony or certain misdemeanors. For more information, applicants should see Title 3 of the Texas Occupations Code.

2.04 In order to matriculate, SHSU-COM accepted candidates must submit post-graduation official transcripts reflecting the degree earned from U.S. or Canadian colleges or universities accredited by a Texas Higher Education Coordinating Board recognized accreditation body. Transcripts must include all work completed as well as the degree and the date the degree was conferred or awarded. All degrees must be conferred and verified before the first day of orientation at SHSU-COM.

3. MINIMUM TECHNICAL STANDARDS

3.01 The Sam Houston State University College of Osteopathic Medicine expects its applicants and students to meet certain minimum technical standards. Every applicant and student of the Sam Houston State University College of Osteopathic Medicine is expected to possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty and profession.

3.02 SHSU-COM applicants must possess the minimum technical skills and abilities included in the ACOM Educational Council on Osteopathic Principles (ECOP) Technical Standards Document. These standards may be viewed at the following link https://www.aacom.org/docs/default-source/councils/aacom_ecop_technical_standards_2009.pdf?sfvrsn=1f226197_4 and are outlined below:

a. Observation and Visual Integration
b. Communication
c. Motor Function
d. Sensory Skills
e. Strength and Mobility
f. Intellectual, Conceptual, Integrative and Quantitative Abilities
g. Behavioral and Social Attributes
h. Participation in Osteopathic Manipulative Medicine Laboratory and Clinical Care Encounters

i. Dress Code in Osteopathic Principles and Practice Laboratories

4. SUBMISSION OF DOCUMENTS

4.01 A medical school applicant must submit the following documentation:

a. Completed Texas Medical and Dental School Application Service (TMDSAS) application with non-refundable application fee.

b. Official transcripts from all prior educational institutions attended sent directly to TMDSAS.

c. MCAT scores released directly to TMDSAS.

d. Letters of recommendation accepted via TMDSAS.

e. SHSU-COM Supplemental Application with non-refundable application fee.

5. MEDICAL STUDENT SELECTION

5.01 The Office of Admissions reviews all applications. Candidates with a completed TMDSAS application are invited to complete the SHSU-COM supplemental application.

5.02 After submission of the supplemental application, completed files are reviewed and selected qualified candidates are invited to a required in-person interview.

5.03 The SHSU-COM Admissions Committee will render final decisions on accepted, rejected, and wait-listed applicants. Decisions are not subject to appeal.

APPROVED: Dana G. Hoyt, President

DATED: 1/4/20
CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU’s Division of Academic Affairs’ policy from the date of this document until superseded.

<table>
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<th>Original:</th>
<th>June 21, 2018</th>
<th>Review Cycle:</th>
<th>Five years*</th>
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<tbody>
<tr>
<td>Reviewer(s):</td>
<td>Council of Academic Deans</td>
<td>Review Date:</td>
<td>Spring 2023</td>
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<td>Academic Affairs Council</td>
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<tr>
<th>Approved:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Richard Eglsae</td>
<td>Jan. 6, 2020</td>
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<tr>
<td>Provost and Vice President for Academic Affairs</td>
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</tbody>
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*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.
January 28, 2020

To Whom It May Concern:

The anti-discrimination statements found in the Discrimination and Equal Employment Opportunity Policy and the Affirmative Action Recruitment Plan Policy are long-established policies created to address federal mandates and requirements in the Texas State University System Rules and Regulations. For example, as a recipient of federal funds, SHSU is required to comply with federal non-discrimination policies such as Title VII which prohibits discrimination based on five major protected classes: race, color, religion, sex and national origin. These are the only classes of individuals protected pursuant to Title VII. Employers such as SHSU are also generally required to implement formal affirmative action programs as a condition of doing business with the federal government. The Texas State University System Rules and Regulations contains a non-discrimination policy requiring all components (including SHSU) to comply with specific federal statutes and commit to a policy of “non-discrimination and equal opportunity for all persons regardless of race, sex, color, religion, national origin or ancestry, age, marital status, disability, or veteran status, in employment, educational programs, and activities and admissions.” (TSUS R&R, Ch.V, §2.11) Some of the categories listed by the System Rules & Regulations are not required to be protected by COCA; e.g., marital status or veteran status. The two SHSU anti-discrimination statements referenced above not only contain the categories required by the System Rules & Regulations, it adds the additional categories of sexual orientation and sexual identity.

The effect of these two existing policies is to prohibit discrimination to a more expansive group of individuals. In short, SHSU’s existing non-discrimination policies appear to meet and exceed the requirements. All of the policies complement each other and allow the COM the ability to provide a more expansive and thus broader scope of non-discriminatory practice.

If you have any questions, please feel free to contact me.

Sincerely,

NELLY R. HERRERA
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Office of General Counsel
Texas State University System
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