Element 5.2: Diversity

- 5.2-2 Supporting Documentation
  - SHSU-COM Policies Demonstrating Systematic and Focused Recruitment and Retention Activities – link
  - SHSU Finance & Operations Human Resources Policy HR-22 – link
  - SHSU-COM Diversity Policy – link
  - SHSU Academic Policy Statement 180621 – link
SHSU-COM Policies Demonstrating Systematic and Focused Recruitment and Retention Activities

Sam Houston State University has an affirmative access policy as well as a record of success in recruiting and successfully matriculating minority and first-generation students in undergraduate and graduate programs. The SHSU College of Osteopathic Medicine benefits from the University’s success in recruitment in its effort to enroll students underrepresented in medicine. Since the mission of the COM is to increase the workforce in rural and under-served communities, recruiting rural and minority students is key to achieving that goal. This is not simply stated, but is actively pursued and monitored.

The University and COM leadership understand that the best way to have physicians enter practice in rural communities is to have students from rural communities matriculate in a medical school. Sam Houston State University has a long history of producing K-12 teachers for the region of focus for the COM. Communities in our region are visited by recruiters from SHSU on a regular basis. SHSU-COM will leverage this effort to instill an additional goal of osteopathic medical education in K-12 students from the region. The relationships that SHSU has with the communities in the eastern region of the state will help foster success in the efforts of the COM.

SHSU-COM Diversity, Equity, and Inclusion Committee

Mission:
To foster educational excellence, promote community engagement, and embrace a culture of diversity, equity, and inclusion among all members of our COM. The committee will advance recommendations to other committees and the leadership of the COM in support of diverse students, faculty, and staff, as well as broader action towards increasing diversity across the community surrounding the College. The committee seeks to promote understanding and facilitate dialogue and scholarship intended to inform its stakeholders about the diversity characterizing members of our campus community and beyond, thereby combating racism, sexism, able-ism, classism, homophobia, trans-phobia, xenophobia, and any other form of prejudice and discrimination.

Vision:
Educate and facilitate integration of all COM members into a mutually affirmative community while emphasizing the need for an environment conducive to holistic growth consistent with the fundamental principles of the college.

Goals:
1. raise awareness of the diversity existing within our multiple professional roles;
2. promote diversity, equity, and inclusion among faculty, students, and staff of our COM;
3. encourage integration of diversity training throughout our curriculum; and promote awareness of university and community events related to diversity and inclusion.
SUBJECT: Equal Access and Equal Employment Opportunity (EEO)

PURPOSE: This policy details the Sam Houston State University (University) commitment to and plan to facilitate the institutional mission, values, and goals of fostering a culture of inclusive excellence where faculty, staff, and community recognize the benefits of collaboration and mutual respect through diverse identities and experiences. Further, this policy supports compliance with state and federal laws requiring equal access and equal employment opportunity.

POLICY: It is the policy of the University, with the support of the University President, that equal employment opportunity and affirmative action recruitment be provided in the employment and advancement for all persons regardless of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability status, veteran status, sexual orientation, pregnancy, or gender identity or expression. Such actions shall apply to all levels of employment, and employment practices, including, but not limited to hiring, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions related to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation. The University makes every effort to provide reasonable workplace accommodations, to applicants and employees, including disabled veterans. The 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. The University is committed to providing equal employment opportunities and determines increasing diversity is an essential and significant component of the hiring process. Personnel actions are reviewed to ensure EEO compliance.

CONTENTS:
1. Dissemination of Policy
2. Responsibility for Implementation
3. Annual Workforce Analysis and Utilization Analysis
4. Goals
5. Identification of Focus Areas
6. Faculty Recruitment Plan to Remedy Underutilization of Underrepresented groups
7. Non-Faculty Recruitment Plan to Remedy Underutilization of Underrepresented groups
8. Compensation Practices
9. Integration of Affirmative Action/Equal Opportunity
10. Sex Discrimination Guidelines
11. Guidelines on Discrimination Because of Religion or National Origin
12. Protected Veterans and Individuals with Disabilities
13. Additional Policy Guidance

1. Dissemination of Policy
The University takes positive steps as needed to make it known to the public the University is an Equal Access and Equal Employment Opportunity institution of higher education. Some of the methods used to inform the public are:
2. Responsibility for Implementation
As the University’s chief administrator over equal access and equal employment, the President of the University 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 AVP of Human Resources is designated by the President as the University’s Civil Rights Compliance (CRC) Officer. The AVP of Human Resources or designees analyze all University personnel actions to ensure compliance with this policy, including

a. developing policy statements, and internal and external communication techniques;
b. assisting in the identification of focus areas;
c. assisting administrators and supervisors in arriving at solutions regarding focus areas;
d. serving as liaison between the University and enforcement agencies;
e. ensuring support for the University Employee Resource Groups dedicated to historically underrepresented populations; and
f. keeping the administration informed of the latest developments in the area of equal opportunity.

3. Annual Workforce and Utilization Analysis

a. State Recruitment Plan compares The University’s current workforce to the statewide civilian workforce composition provided in the Equal Employment Opportunity and Minority Hiring Practices Report prepared by the Texas Workforce Commission Civil Rights Division (TWCCRD) to identify underutilization of underrepresented groups within each EEO job category. Additional analysis includes separation of faculty by college. The analysis achieves the following determinations:

i. Current workforce by EEO job category, race, and sex
ii. Percentage available using data from the TWCCRD report
iii. Employment goals

b. Federal AAP analysis includes:
   i. Workforce Analysis
   ii. Job Group analysis
4. Goals
Where deficiencies exist, the University establishes and sets goals.

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.

5. Identification of Focus Areas
a. To identify focus areas, a periodic review is made of the following:

   (1) the composition of the workforce;

   (2) the composition of applicant flow;

   (3) the total selection process including position descriptions, position titles, worker specifications, application forms, interview procedures, referral procedures, and the final selection process;

   (4) transfer and promotion practices; and

   (5) University training programs, both formal and informal.

b. The following focus areas have been identified:

   (1) underutilization of underrepresented groups in certain job categories;

   (2) underutilization of underrepresented groups in faculty positions; and

   (3) underutilization of Veterans.

6. Faculty Recruitment Plan to Remedy Underutilization of Underrepresented groups
a. Posting: 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 posting request is received by the HR Department to fill a faculty position, HR:

   (1) Reviews the job-related criteria to be used in the recruiting and selection process.

   (2) Prepares a job announcement to be posted for at least ten (10) working days.

   (3) Provide the chairperson of search committees with EEO information such as faculty hiring goals, and information on the hiring process.

b. Recruitment: Job openings for faculty job classifications identified as being underutilized relative to employment goals will receive special effort to recruit qualified protected class applicants. Special efforts may include but are 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; and
(4) word of mouth.

c. Applicant Screening Steps:

(1) Screening – Letters of interest, resumes, and applications are screened by the search committee to determine if the applicants have 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.

(2) Selection for interview – The most promising candidates chosen by the search committee are selected for a job interview. The search committee chair will provide HR a list of applicants requested for interview. HR will compare applicants for interview with the applicant pool for the job posting to ensure alignment with AAP goals. HR will work directly with the search committee chair to promote diversity of interview pools. Once availability of qualified veterans and underrepresented groups in the applicant pool is confirmed, the search committee may proceed with scheduling interviews.

d. Interviews and campus visits: Candidates accepting interview invitations are offered an interview via video conferencing or in person on campus with members of the search committee and the department chair. The method of interview must be the same for every candidate in a search.

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 consultation with the dean of the college, will review the Search Committee report and recommend a selected applicant for a job offer.

(3) Approval - The dean of the college recommends to the Provost and Senior Vice President for Academic Affairs the terms and conditions of the proposed job offer to the chosen candidate. The Provost or designee reviews the dean’s recommendation before the job offer is authorized. All faculty appointments are contingent upon the approval of the President and the Board of Regents.

7. Non-Faculty Recruitment Plan to Remedy Underutilization of Historically Underrepresented groups

a. Posting:
To assure only job-related criteria is considered in the staffing process, the following steps are taken before the job opening is announced. When a posting request is received by the Human Resources Department (HR) to fill a non-faculty position, HR will:

(1) compare the posting request with the standard position description to ensure that it accurately reflects the position functions, and that it is consistent with the position classification;
(2) review the required job specifications including the specific education, experience and skill requirements to ensure that the requirements do not create an adverse impact on protected classes;

(3) determine the position is correctly classified, or recommend the job for a reclassification study before recruitment efforts begin; and

(4) prepare a job announcement to be posted for at least five (5) calendar days for non-exempt positions and ten (10) calendar day for exempt positions, in accordance with the Staffing Policy.

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

(1) targeted advertising and distribution of the job announcement;

(2) contact with organizations, including those specializing in recruitment of historically underrepresented populations, 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; or

(4) word of mouth.

c. Applicant Screening Steps:

(1) Applications are submitted online through the applicant tracking system.

(2) Pre-Interview Screening - 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.

(3) Selection for interview – The hiring supervisor will provide HR a list of applicants requested for interview. HR will compare applicants for interview with the applicant pool for the job posting to ensure alignment with AAP goals. HR works directly with the hiring supervisor to promote diversity of interview pools. Once availability of qualified veterans and underrepresented groups in the applicant pool is confirmed, the hiring supervisor may schedule interviews.

(4) Interview Questions – HR is available to assist the hiring supervisor 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.

(5) Interview - During the interview process, the hiring supervisor will use a screening tool or matrix to rate the applicants interviewed.
d. Hiring Selection:
The hiring supervisor reviews the finalists, and in counsel with HR, selects the applicant to which the job offer will be extended and proposes a hiring salary. The requisition file is reviewed by the HR to assure compliance with EEO guidelines before the selection is final. A record of the disposition of each applicant at this level is maintained.

8. Compensation Practices
The University ensures compensation practices are administered in a fair and equitable manner which does not discriminate against protected class employees as follows:

a. Merit Pay Increases are reviewed by HR to assure compliance with EEO guidelines and University policy.

b. All Other Pay Increases - Personnel actions resulting in market or other adjustment in pay is reviewed by HR to assure compliance with EEO guidelines and University policy.

If HR determines a discrepancy exists, action will be coordinated with the hiring department to remedy.

9. Integration of Equal Access and Equal Opportunity
The 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 provide justification and receive approval from the AVP of Human Resources or designee prior to the action.

b. Supervisors and HR personnel engage in job counseling with employees to aid in opportunities for advancement.

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

d. The HR web site (https://www.shsu.edu/dept/hr/) 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.

10. Sex Discrimination Guidelines
It is the policy of the 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. Furthermore, all personnel actions are administered without regard to sex. It is also the policy of the University to maintain a workplace free of sexual harassment.

11. Guidelines on Discrimination Because of Religion or National Origin
It is the policy of the University to recruit, hire, train and promote persons in all job titles 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, in accord with the Workplace Accommodations Policy HR-05.

The President of the University requires the assistance and support of faculty, administrators, and staff employees in the commitment to the spirit of equal access.
12. Protected Veterans and Individuals with Disabilities

The University is committed to a policy of taking affirmative action to employ and advance in employment qualified protected veteran employees and qualified employees with disabilities at all levels, including the executive level. Decisions related to personnel policies and practices shall be made on the basis of an individual’s capacity to perform a particular job and the feasibility of any necessary job accommodation. The University will make every effort to provide reasonable accommodations to any physical and mental limitations of individuals with disabilities and to disabled or protected veterans.

13. Additional Policy Guidance

a. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any activity protected by state, federal or local anti-discrimination laws including the following activities:

   (1) Filing a complaint;

   (2) Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended (VEVRAA) or any other federal, state or local law requiring equal opportunity for disabled veterans, recently separated veterans, active wartime or campaign badge veterans, or Armed Forces service medal veterans or Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) or any other federal, state or local law requiring equal opportunity for disabled persons;

   (3) Opposing any act or practice made unlawful by VEVRAA or its implementing regulations or any other federal, state or local law requiring equal opportunity for disabled veterans, recently separated veterans, active wartime or campaign badge veterans, or Armed Forces service medal veterans or section 503 or its implementing regulations or any other federal, state or local law requiring equal opportunity for disabled persons; or

   (4) Exercising any other right protected by VEVRAA or Section 503 or their implementing regulations.

b. The University’s obligations in this area stem from not only adherence to various state and federal regulations, but also from a commitment as an employer in this community to provide job opportunities to all persons regardless of race, creed, religion, ancestry, citizenship, color, national origin, sex, age, marital status, sexual orientation/gender identity/gender expression and status as a protect veteran or an individual with a disability. The University’s EEO policy and affirmative action obligations include the full support from the University’s President and University Administration.

c. The University will also continually design and implement audit and reporting systems that will measure the effectiveness and the compliance of its affirmative action program, identify the need for remedial actions, determine if objectives were attained, and determine if opportunities to participate in university-sponsored activities were extended to all employees and applicants.

d. The University is also committed to abiding with the Pay Transparency Nondiscrimination Provisions and therefore, will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. University employees who have access to the compensation information of other employees or applicants as part of their essential job functions are informed and trained to not disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) a response to a formal complaint or charge; (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the
employer, or (c) consistent with the University’s legal obligation to furnish the information.

e. Any questions regarding the University’s equal employment opportunity, harassment policies or the complaint procedure, may contact HR.

Reviewed by: Rhonda Beassie, Associate Vice President for HR and Diversity, August, 2022
SHSU-COM Diversity Policy

1. GENERAL

The SHSU-COM diversity policy describes the institution’s commitment to diversity to create and sustain an environment that values a variety of perspectives and experiences by creating diversity of presence and an inclusive climate.

2. INCLUSIVE CLIMATE

The SHSU-COM selects individuals for admission, employment, or appointment on the basis of individual capability and potential for contribution to our mission of teaching, healing, and discovery.

2.1. In creating a diverse and inclusive community, we recognize the importance of age, race, creed, ancestry, marital status, citizenship, color, disability, sex, gender identity, sexual orientation, language, culture, socio-economic status, religion, political ideology, national origin, and veteran status but these criteria are not used in distinguishing among applicants, students, residents, staff, or faculty.

2.2. SHSU-COM shall work to achieve mission appropriate diversity outcomes among its students, faculty, senior administrative staff, and other relevant members of the academic community. SHSU-COM shall promote a positive, inclusive environment for all.

3. DIVERSITY OF PRESENCE

The SHSU-COM has a particular focus on enhancing the participation of individuals who are committed to serving rural and underserved populations through education, research, and clinical practice.

The local and regional communities are important partners with SHSU and SHSU-COM and are critical to the success of the school’s diversity programs.
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 AACOM Educational Council on Osteopathic Principles (ECOP) Technical Standards Document. These standards may be viewed at the following link 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:
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.

Original: June 21, 2018
Reviewer(s): Council of Academic Deans
           Academic Affairs Council
Approved: These lines are signed and dated, but the text is not visible.

Review Cycle: Five years*
Review Date: Spring 2023
Date: Jan. 6, 2020

*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.