

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy HR-22

Equal Opportunity Employer

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 providing an equal opportunity and non-discriminatory culture of excellence where faculty, staff, and community recognize the benefits of collaboration and mutual respect. 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 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, or status as a protected veteran. 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 the essential functions of a particular job and the reasonableness and feasibility of any necessary job accommodation. The University makes every effort to provide reasonable workplace accommodations, to qualifying applicants and employees, including disabled veterans. The University takes seriously the initiative to ensure equal opportunity in the workforce and to comply with Title VII as interpreted by the U.S. Supreme Court to include pregnancy, sexual preference and gender identity, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Section 503 of the Rehabilitation Act of 1973, and any other federal, state or local law requiring equal opportunity. Personnel actions are reviewed to ensure EEO compliance.

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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:

a. Internal Dissemination

- (1) The importance of equal employment opportunity and equal access is clearly documented in University policy.
- (2) Employees are required to complete Equal Employment Opportunity training within thirty (30) days from their employment date. This training is web based through the University's electronic training program and provides a certificate of completion. Follow up training is required every two (2) years thereafter. Employees who do not complete the required training are subject to disciplinary action up to and including termination.

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- b. External Dissemination
 - (1) The Equal Employment Opportunity policy statement is on the employment application.
 - (2) Recruitment literature, newspaper advertising, and position announcements contain statements of the University's Equal Employment Opportunity policy.
 - (3) Contracts contain an Equal Opportunity statement.
- 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 policy at each corresponding level. Each of these individuals is expected to put forth a good faith effort to assure the success of this policy. The AVP of People & Procurement Operations is designated by the President as the University's Civil Rights Compliance (CRC) Officer. The AVP of People & Procurement Operations 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. serving as liaison between the University and enforcement agencies;
 - c. keeping the administration informed of the latest developments in the area of equal opportunity.
- 3. Faculty Recruitment Plan
 - 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, and
 - (2) Prepares a job announcement to be posted for at least ten (10) working days.
 - b. Recruitment: Job openings for faculty job classifications are advertised broadly to recruit qualified applicants. Efforts may include but are not limited to:
 - (1) advertising and distribution of the job announcement on multiple sites;
 - (2) contact with faculty organizations;
 - (3) contact with higher education leaders; 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 qualified 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. Once HR confirms availability of qualified veterans in the applicant pool, 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.

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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.

Also refer to [Academic Policy Statement 800114, Academic Instructional & Research Personnel](#) for additional information on faculty hiring procedures.

4. Non-Faculty Recruitment Plan

Recruitment: Job openings may receive special effort to recruit qualified applicants targeted specifically to individuals with disabilities or those in veteran classifications under VEVRAA. For all job openings efforts may include but are not limited to:

- (1) advertising and distribution of the job announcement on multiple sites;
- (2) contact with higher education organizations;
- (3) word of mouth.

Also refer to Finance & Operations Human Resources Policy [HR-20 Talent Acquisition](#) for complete overview of staff hiring procedures.

5. Compensation Practices

The University compensation practices are administered in a fair, equitable and non-discriminatory manner. Personnel actions resulting in market adjustments in pay are reviewed by HR to ensure compliance with EEO guidelines and University policy. If HR determines a discrepancy exists, action will be coordinated with the hiring department to remedy.

6. 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. Supervisors and HR personnel engage in job counseling with employees to aid in opportunities for advancement.
- b. All employees are informed about and actively encouraged to participate in University social and recreational activities.
- c. The HR web site (<https://jobs.shsu.edu>) 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.

7. Protected Veterans and Individuals with Disabilities

The University is committed to a policy of taking equal opportunity 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 the essential functions of a particular job and the feasibility of any necessary job accommodation. The University will provide reasonable accommodations to any physical and mental limitations of individuals with disabilities and to disabled or protected veterans.

8. 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

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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 equal opportunity 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 statutes, regulations, and case law, but also from a commitment as an employer in this community to provide job opportunities to all persons regardless of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, or status as a protected veteran. The University's EEO policy and equal opportunity 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 equal opportunity 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 be directed to HR.

Reviewed by: Rhonda Beassie, Associate Vice President for People and Procurement Operations, April 2025