

TITLE: Affirmative Action Guidelines, Division of Academic Affairs

AUTHOR: Vice President for Academic Affairs

EFFECTIVE: August, 1980

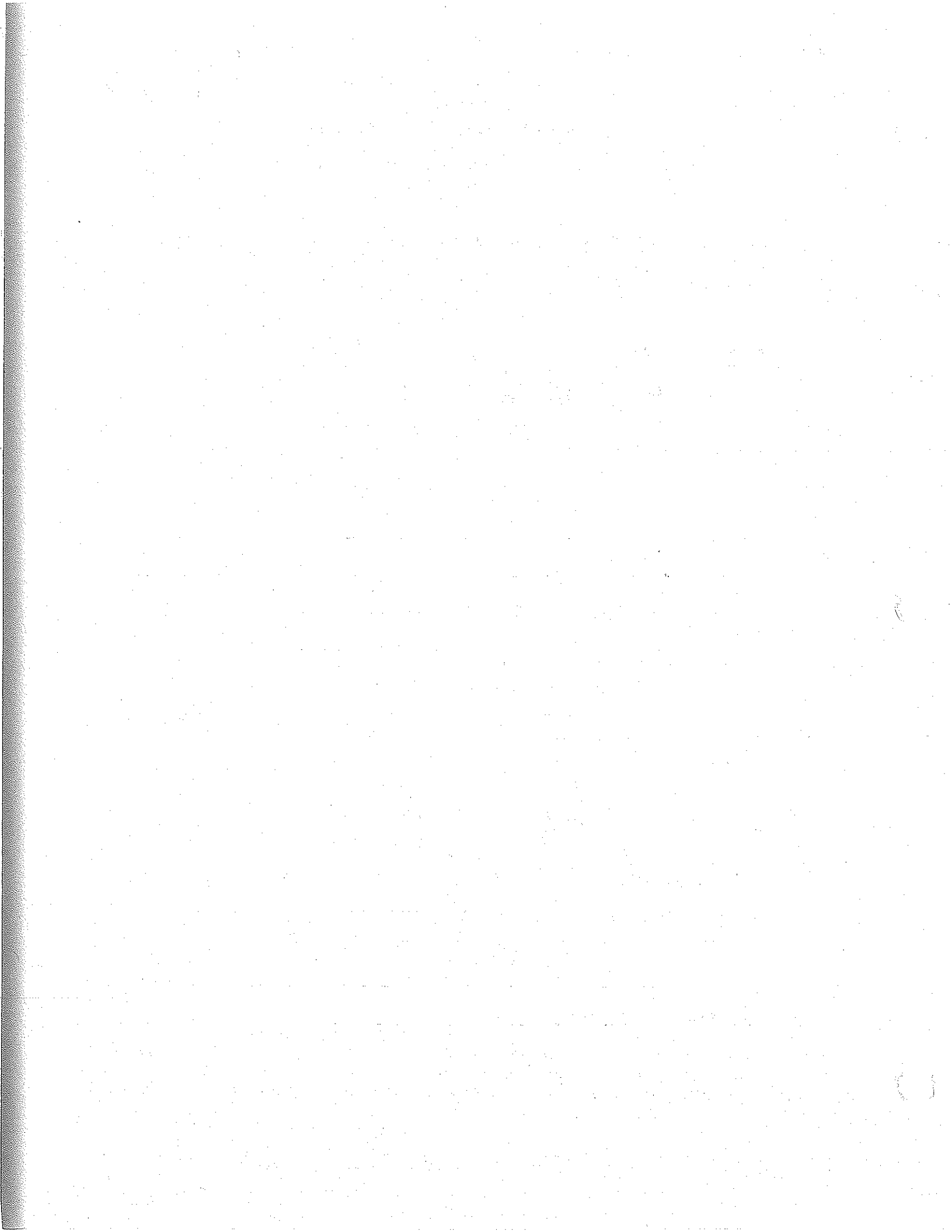
PURPOSE: To describe procedures for implementing and monitoring an effective affirmative action program.

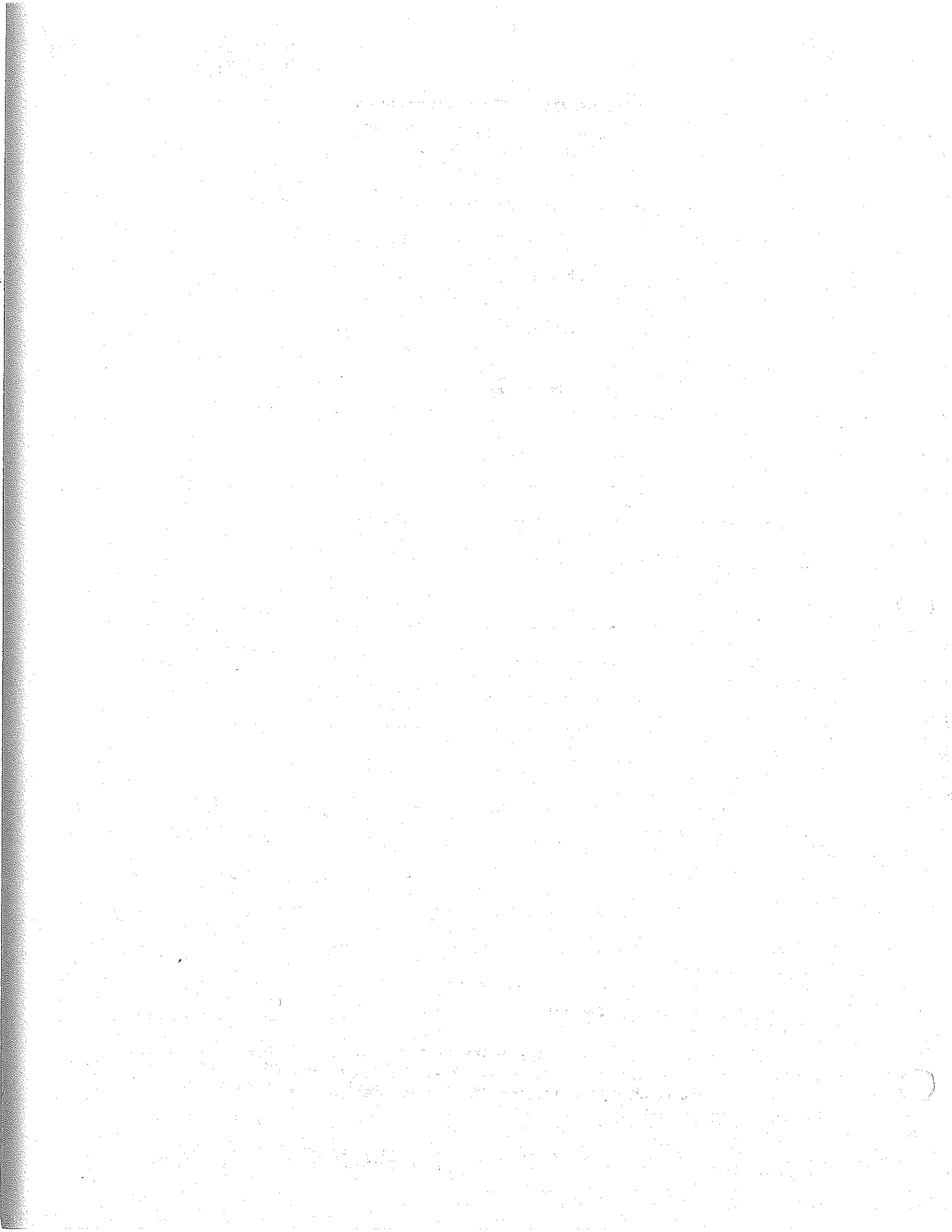
REVIEWER: Affirmative Action Committee and the Vice President for Academic Affairs .

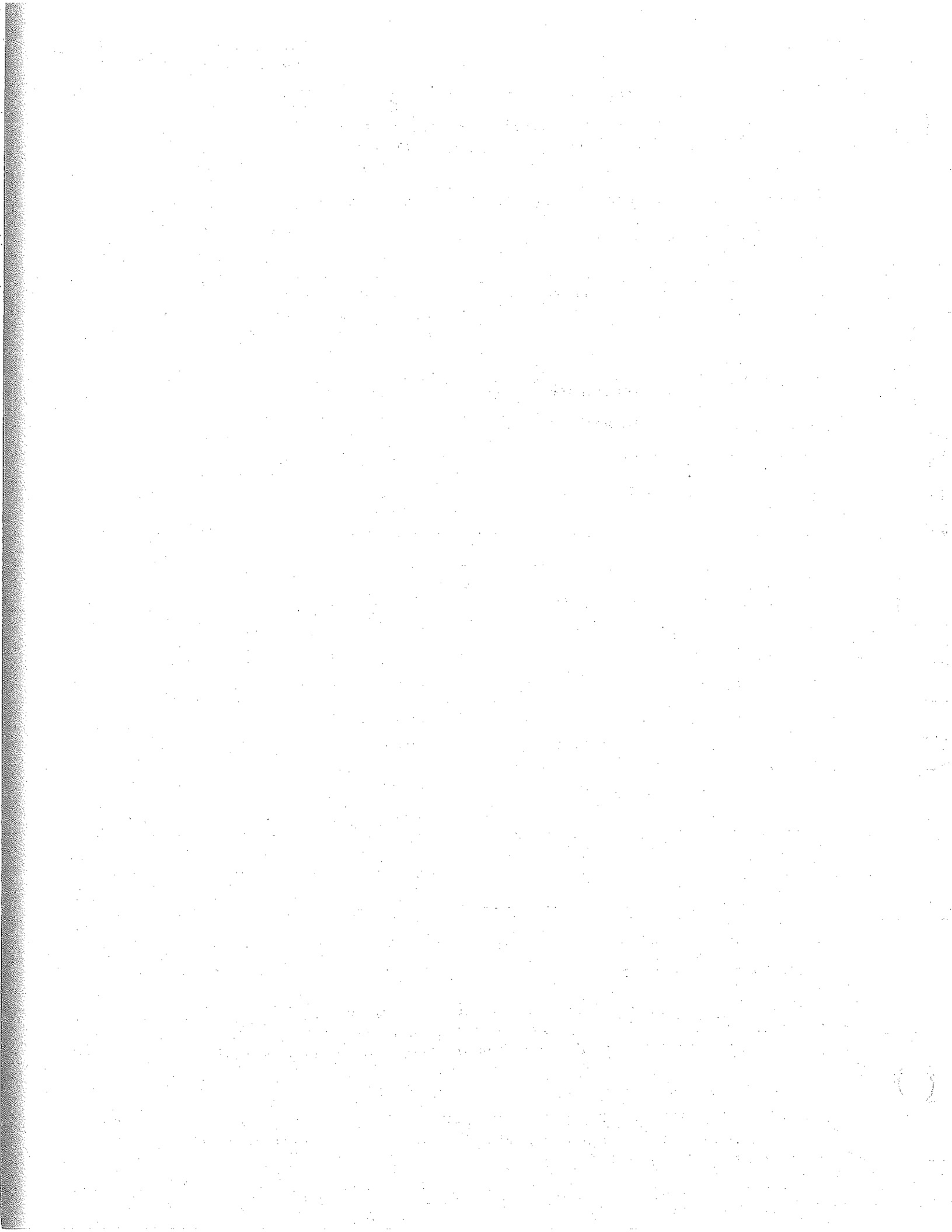
OPERATING DETAILS:

1. Mississippi University for Women supports affirmative action by providing equal employment opportunities to all individuals without discriminating on the basis of race, color, religion, national origin, sex, age, or handicaps (except handicaps rendering persons incapable of job performance).
2. The Vice President for Administration and Finance is designated Affirmative Action Officer.
3. The Affirmative Action Officer will be assisted by a standing faculty committee nominated by the Affirmative Action Officer, endorsed by the Vice President for Academic Affairs and appointed by the President. Each appointment is for a period of one year and may be renewable. The committee will be chaired by the Affirmative Action Officer with the Vice President for Academic Affairs serving as an ex officio member.
4. The Affirmative Action Committee will monitor all affirmative action procedures and will provide written reports to the Vice President for Academic Affairs when any procedures are violated. The Committee will review existing procedures annually to make recommendations for improvement. The Committee will also provide an annual report in May to the Vice President for Academic Affairs on the progress and status of the university's commitment to affirmative action in the Division of Academic Affairs. The report is to include specific goals for the following year. These goals require the approval of the Vice President for Academic Affairs as well as the President.
5. Academic division heads will submit an annual report on salary, tenure, and rank status for all faculty positions in Academic Affairs during the month of May to ensure adherence to the affirmative action policy. Violations will be noted and corrected. A copy of the report will be submitted to the Vice President for Academic Affairs. A copy will be submitted to the Affirmative Action Officer. (See Form I)

6. Vice President for Academic Affairs will conduct an annual salary, tenure, and rank review for the positions of heads of academic divisions, directors or coordinators during the month of May to ensure adherence to the affirmative action policy. Violations will be noted and corrected. A copy will be submitted to the Affirmative Action Officer. (See Form I)
7. A recruiting and hiring report will be completed by division heads, directors, or program leaders and routed to the Vice President for Academic Affairs no later than one week after an applicant is recommended for a position in Academic Affairs. A copy of the report is also submitted to the Affirmative Action Officer. (See Form III).
8. Specific procedures for faculty recruiting and hiring are as follows:
 - a. Guidelines on faculty recruiting and hiring in the Faculty Handbook will be followed.
 - b. Consideration will be given to all qualified applicants, with special consideration given to minorities, women and handicapped persons.
 - c. Positions will be filled with no discrimination on basis of race, color, religion, sex, national origin, age or handicaps.
 - d. Form III will be completed and placed on file for a period of 5 years.







MISSISSIPPI UNIVERSITY FOR WOMEN
Report of Recruiting and Hiring
for Faculty/Administrative Positions
in the Division of Academic Affairs

1. Title of Position _____

2. Name of recommended appointee _____

Race _____ Sex _____

Date appointee is to assume position _____

3. Total number of male applicants _____ Total number of female applicants _____

4. Number of minority male applicants _____

Number of minority female applicants _____

5. Date position was approved for filling _____

6. Name(s) of publications used in advertising position and date advertisement appeared.

<u>Name of Publication</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

7. Names, sex and race of applicants who were interviewed.

<u>Name</u>	<u>Sex</u>	<u>Race</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Chair, Search Committee _____ Date _____ Division Head _____ Date _____

Vice President for Academic Affairs _____ Date _____

Submit this form to Affirmative Action Officer within one week after application is recommended for position.

