

CALIFORNIA STATE UNIVERSITY, FRESNO

FRESNO, CALIFORNIA 93740-0001

OFFICE OF THE PRESIDENT
(209) 294-2324

August 25, 1986

MEMORANDUM

To: All Members of the Faculty and Staff

From: Harold H. Haak

Subject: CSUF Affirmative Action Policy

In 1976, California State University, Fresno adopted a policy on Nondiscrimination and Affirmative Action concerning all matters affecting employment and academic access. This policy, along with relevant state and federal laws, requires equal treatment of all persons and calls for Affirmative Action Programs that correct previous hiring practices which were exclusionary and that contribute to efforts to overcome underrepresentation and underutilization of people from protected categories.

With the recent hiring of Mr. Arthur V. N. Wint as Director of Affirmative Action Services and Assistant to the President, I am taking this opportunity again to underscore the University's commitment to fulfill this high priority objective fully and fairly. The attached sheet outlines the CSUF Affirmative Action Policy and reiterates my responsibility as President, as well as Mr. Wint's responsibilities as Director of Affirmative Action Services Assistant to the President.

It is necessary that we all work together to prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability or veterans' status against any employee of applicant for employment.

HHH:vc

CSUF AFFIRMATIVE ACTION POLICY

California State University, Fresno Statement of Intent on Equal Opportunity

California State University, Fresno is committed to a program of equal opportunity for all, regardless of handicap, race, color, national origin, sex, or religion. Equal opportunity in employment which is the main concern of the following Policy Statement and Affirmative Action Program, is only one facet of the University's involvement with equal opportunity and affirmative action. Other equal opportunity concerns, such as admissions, recruitment, financial aid, placement counseling, curricula, and housing for students, are recognized by the University as basic to our equal opportunity goals.

Equal Employment Opportunity and Affirmative Action Policy Statement

It is the policy of California State University, Fresno to prohibit and eliminate discrimination on grounds of race, color, national origin, sex, or religion, and to provide equal employment for all, pursuant to the Federal Executive Order 11246 and 11375, as amended; the California Law against Discrimination; the State Equal Rights Amendment; Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Sections 503 and 504 of the Rehabilitation Act of 1974; Title IX of the Education Amendment of 1972. In addition, this policy also adheres to all other federal and state laws which guarantee equal opportunity and equal employment opportunity to individuals and groups within our society. Moreover, pursuant to other federal and state laws, it is the policy of the University not to discriminate in employment on grounds of age (most frequently occurring with persons from 40 to 70 years old), or because of any sensory, mental or physical handicap.

This policy applies at all levels and in all segments of the University and involves both academic and staff personnel; it is effective in all geographic locations where the University has employment responsibility.

It is also the policy of California State University, Fresno not merely to refrain from employment discrimination as required by the various federal and state enactments, but to take positive affirmative action to maintain for women, the handicapped and minorities a full equal employment opportunity and to increase substantially the numbers of women, handicapped and minority group members in University positions.

The minority groups with which the University is concerned for affirmative action purposes are Blacks, Asians and Pacific Islanders, Native Americans (American Indians, Aleuts, and Eskimos), and Spanish surnamed Americans, particularly Chicanos. Women of all races are

protected by affirmative action. Handicapped persons and certain classes of veterans are protected under both state and federal law.

Equal Employment Opportunity and Affirmative Action Policy Principles

In furtherance of this policy, California State University, Fresno will:

1. Recruit, hire, train and promote persons in all job categories without regard to race, color, religion, sex, or national origin, except where sex is a bona fide occupational qualification. (The term "bona fide" is construed narrowly, pursuant to the Civil Rights Act of 1964.)
2. Base decisions on employment so as to further the principle of equal employment opportunity.
3. Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoff, leaves (including childbearing and childrearing leave), University-sponsored training, education, tuition assistance, social and recreation programs, will be administered without regard to race, color, religion, sex, or national origin.
4. Take affirmative action, on behalf of women, minorities, Vietnam Era and disabled veterans, and handicapped individuals to:
 - i) actively recruit members of these groups for employment with the University;
 - ii) ensure that, in the process of recruitment for and appointment to the University workforce, no appointment will be made until minorities, handicapped and women have been actively sought out and encouraged to apply;
 - iii) develop a work force which reflects an equitable distribution of minority group members, women and the handicapped in job categories where they are underutilized. ("Utilization" is calculated from the availability of minorities and women within the appropriate labor market.)
5. Provide for the prompt, fair and impartial consideration of all complaints of discrimination in the University.
6. Identify and analyze problem areas inherent in employment of minorities, women and the handicapped, and establish result-oriented procedures (including numerical goals in cases of underutilization) for the elimination of such deficiencies; provide a detailed program indicating specific steps toward these ends and timetables for the prompt achievement of full and equal employment opportunity in accordance with the spirit of the law.

7. Take affirmative action to eliminate problem areas and corrective action to achieve these numerical goals, and continuously measure, record, and report on programs toward their realization. ("Goals" are defined as "... not rigid and inflexible quotas which must be met, but... targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work.")
8. Provide reports on the Affirmative Action Program to the appropriate federal and state agencies and to the University and service communities.

Statement of Responsibility

The President of California State University, Fresno, Harold H. Haak, has overall responsibility for the implementation of the Affirmative Action Program and of the Equal Employment Opportunity Policy. The Academic Senate and the Staff Affirmative Action Committee are the policy-recommending bodies. The Director of Affirmative Action Services and Assistant to the President, Arthur V. N. Wint, has the responsibility for assuring the implementation and administration of the Program and Policy.

The Director of Affirmative Action Services and Assistant to the President is responsible for, among other duties, designing and implementing an informal audit and report system which will:

- i) indicate the need for remedial action;
- ii) measure the effectiveness of the University's program; and
- iii) determine the degree to which the University's goals and objectives have been achieved.

The Director of Affirmative Action Services will also ensure that statistical reports, designed to establish and maintain a flow of accurate information about recruiting and employment in general, and about minority persons, women and the handicapped in particular, will be submitted on a regular basis. Each person vested with recruitment responsibilities will keep records of this function and will provide such information to the Office of Affirmative Action Services.

All those with employment responsibility must be committed to the stated objectives of this program and the faculty and staff employment goals of the Affirmative Action Plan. As with other responsibilities, heads of units will be evaluated on their implementation efforts. Moreover, it is the responsibility of each and every member of the University Community to assist in achieving the aims of this policy and to make equal opportunity an actual, functioning condition of life at California State University, Fresno.