

### **I. Overview:**

The University of Arkansas Community College at Batesville presently operates under an equal employment/affirmation action policy originally adopted in 1995. This policy is consistent with Federal and State laws governing equal recruitment, employment and retention of minorities. The policy is also consistent with the University of Arkansas Board Policy. The purpose of this document is to update UACCB's policies and to review and refine our operating procedures to assure that they are consistent with the most recent legislation.

### **II. Practice:**

- 1) UACCB will take steps to aggressively recruit and retain Board of Visitors members who represent racial and gender diversity.
- 2) The College will aggressively pursue the hiring and/or promotion of applicants and employees who represent diversity in gender, age, race, national origin, ethnicity, military experience, and physical ability.
- 3) UACCB will take a proactive stance on hiring racial minorities and will implement procedures to ensure that racial minorities are recruited, that qualified racial minorities are hired in faculty, supervisory, and staff positions, and that legal and ethical measures are taken to facilitate retention of those who are hired.
- 4) Professional development sessions will be held periodically to stress the legal and moral importance of proactive recruitment and non-discriminatory employment practices for protected groups.
- 5) The Enrollment Management and Planning Committee will continue to develop, implement and monitor the recruitment and retention of minorities in our student population.
- 6) The status of diversity will be assessed and reported annually as prescribed in Act 1091 of 1999.
- 7) The College will continue sending job vacancy notices to historically black institutions and to local, regional, and national newspapers and journals. The College will also send job vacancy notices to graduate schools with high minority enrollments.
- 8) The College will institute and maintain contact with minority business, church, and civic leaders in the local area to solicit help in encouraging qualified minorities to apply for vacant positions.
- 9) The College will assess all advisory committees and ensure that at least one minority representative from the community is a member of each committee, even if no local minority is available in the field of study advised by the committee.
- 10) The College will work with the local Chamber of Commerce to help in recruiting minorities in all career fields.

- 11) The College will maintain records on all applicants and determine if there continues to be a pattern of no or few minority applicants, if there is a pattern of not being selected for those who apply, or if there is a pattern of those selected rejecting the position offer. If such patterns exist, corrective strategies will be developed and implemented.
- 12) Professional development sessions will be conducted to inform College personnel of the importance of equity and fair treatment in recruitment, selection, and hiring. The chair of each search committee for a position will provide the committee with a discussion of appropriate questioning, assessment of qualifications, and evaluation of interview responses to promote non-discriminatory treatment of candidates.
- 13) The chair and each member of a search committee are responsible for fair treatment to all applicants and for reporting to the Chancellor immediately any questions or concerns about discriminatory treatment.

**III. Clarifying Points:**

As a public institution of higher learning, the University of Arkansas Community College at Batesville has the moral and legal responsibility to ensure not only that employment practices provide access, equity, and fairness to applicants or employees under consideration, but that it also takes positive, continuing steps to broaden the diversity of the College Board of Visitors, administrative and professional staff, faculty, classified staff and students. The University of Arkansas Community College at Batesville is committed to developing a staff, a student body and a network of relationships within the community which are representative of the diversity of American life and culture and the geographical service area. Specifically, the University of Arkansas Community College at Batesville is responsible for implementing a plan to improve the hiring, promotion, development, recruitment and retention of members of the Board of Visitors, employees and students who vary by age, sex, race, color, national origin, and physical ability.

Further, it is the intent of the Board of Visitors that this policy be applied at all levels and in all segments of the College community, including faculty, staff, administration, students, and all agencies, persons, vendors, and other organizations who contract to do business with the College, as a positive commitment to equal employment opportunity. The Board stresses that the responsibility of each individual who has a role in the recruitment, selection, development, or retention of an employee or a student is to ensure that such decisions are based solely upon an individual's qualifications for the requirements of the position and that all steps have been taken to ensure that UACCB manages its human resources in a non-discriminating and affirmative manner.

Adopted: July 1995

Revised: January 2000