

# UTICA UNIVERSITY

## PRESIDENT'S REAFFIRMATION

TO: The Utica University Community

RE: Equal Opportunity Employment/Affirmative Action Policy

In recognition of the University's responsibility to conduct its personnel policies, practices, procedures, and programs in a bias-free manner, it is hereby reaffirmed that the policy of the University is to recruit, employ, renew, retain, tenure, promote and train employees on the basis of ability, potential, and valid qualifications without regard to race (including traits historically associated with race), color, creed, religion, sex (including pregnancy and pregnancy-related conditions), arrest/conviction record, gender, national origin, citizenship, immigration status, ethnicity, marital or familial status, age, disability, sexual orientation, gender identity, gender expression, predisposing genetic characteristics, domestic violence victim status, military or veteran status, relationship or association with a member of a protected category, or any other basis protected by applicable local, state or federal law, or Executive Order. Furthermore, the University shall not discriminate against any employee or applicant who is an individual with a disability or a protected veteran in regard to any position for which the employee or applicant is otherwise qualified. The University makes reasonable accommodations to the physical and mental limitations of qualified individuals with disabilities and qualified protected veterans, unless such an accommodation would impose an undue hardship.

Consistent with this declaration, the University will continue to be responsive to the equal employment opportunity and affirmative action guidelines established under Federal Executive Order 11246, Sections 503 and 504 of the Rehabilitation Act, the Vietnam Era Veterans' Readjustment Assistance Act, Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the New York Human Rights Law, and other related statutes and Regulations in carrying out this policy. In this regard, the University will continue to strive to eliminate discrimination in all its forms, intentional or inadvertent, with respect to all personnel decisions, procedures, and actions, including compensation, benefits, transfers, layoffs, returns from layoff, University sponsored training, educational, tuition assistance, social and recreational programs. As President, I call upon every member of the University involved in recruitment, hiring, promotion, tenure, training, and retention to exert their best efforts to achieve the goals set forth in the current Affirmative Action Plan.

As a major employer, the University also recognizes its responsibilities to ensure that all individuals have access to employment opportunities at the University. To demonstrate that commitment, the University will move responsibly to provide opportunity and support to those groups of persons that have not had sufficient access to education and employment opportunities. Meeting affirmative action and equal opportunity goals will require the understanding and support of individuals within the University's administrative units, faculty, staff, and student body.

The University hereby reaffirms its commitment to diversity, equal employment opportunity, and affirmative action. It is the intention of the University to comply with all applicable laws. To contribute to the national effort to improve opportunity for women, minorities, individuals with disabilities, and protected veterans, the University's affirmative action effort is based on the personal commitments of University officials, faculty and staff, an adequate and continuous monitoring of the system, the Department of Human Resources' implementation of objectives in staff employment, and rigorous search efforts in the faculty employment process. The University maintains an audit and reporting system to measure the effectiveness of its Affirmative Action Plan and the implementation of this Policy.

The Office of Human Resources serves as the University's liaison with the Federal government in matters related to contract compliance concerning employment. Kristin L. Phelps, Director of Human Resources, has been designated as the Affirmative Action Officer and is responsible for the coordination of the University's Affirmative Action Plans and oversight of their implementation throughout the University.

The University, in compliance with Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and the Veteran Era Veterans' Readjustment Assistance Act of 1974, as amended, maintains written Affirmative Action Plans. The non-confidential elements of these Plans are available upon request, through the Affirmative Action Officer during normal business hours.

The University takes all necessary steps to ensure that no person intimidates, threatens, coerces, or retaliates against any individual because that individual has filed a complaint, furnished information, or assisted or participated in any manner in an investigation, compliance review, hearing, or other protected activity related to the administration of this Policy.

The University must and will maintain its commitment to the goals of affirmative action and equal employment opportunity.



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Dr. Todd J. Pfannestiel  
President