Equal Opportunity / Affirmative Action

POLICY

Suffolk County Community College is committed to providing equal opportunity through its admissions and academic policies and through affirmative action employment practices and shall not discriminate against any person because of sex, race, color, creed, religion, age, marital status, veteran status, national origin, sexual preference, or physical handicap. The College is fully committed to promoting equal opportunity in the recruitment, hiring, promotion, and treatment of all employees at all levels and within all its units. Affirmative action will be undertaken to insure representative pools of candidates for professional positions.

IMPLEMENTATION

Implementation of the policy is primarily the responsibility of the Affirmative Action Officer, working with those managers who have responsibility for recruitment, interviewing, and recommending of personnel to be hired. Prior to appointment of a candidate to a professional position, evidence of compliance with affirmative action guidelines must be submitted to the President or a designee. Non-discrimination in the hiring and promotion of classified service personnel will be upheld in accordance with the Affirmative Action Plan of Suffolk County.

DISSEMINATION

This policy will be disseminated to the greatest extent possible internally through inclusion in faculty handbooks and other employee material. Externally, all advertising will include a notice that Suffolk Community College is an equal opportunity/affirmative action employer and all recruitment sources will be advised that the College encourages referrals of members of protected groups.

Procedures for Affirmative Action Recruitment/Hiring

Contractual obligations mandate the internal posting of faculty vacancies for 10 working days prior to the beginning of external advertising. In order to expedite the search process, however, preliminary arrangements for contact with outside sources can be made during those 10 working days. Steps to be taken include: preparing a brief statement regarding the job and any specific requirements to be included in an advertisement; contacting and listing the position with appropriate minority professional organizations; reviewing applications being held in the personnel office; contacting the Affirmative Action Officer for possible candidates from the AA Resume Bank and Vita Bank; placing a request for external advertising with the Director of Community Relations. If these procedures do not yield an apparently representative pool of applicants , the AAO should be consulted. All applicants for specific position will be sent an acknowledgement letter including a card to be returned separately and anonymously indicating position applied for and racial/ethnic designation.

At the closing date for applying, and prior to the beginning of interviews, the person conducting the search is required to present to the President or his designee a memo detailing the conduct of the search, including documentation of steps taken to insure outreach to prospective minority candidates and evidence that the list of candidates selected for interviews is a representative one. Upon conclusion of the interview stage, a recommendation is to be made to the President, prior to an offer being made to an individual, accompanied by a list of persons actually interviewed, identified by race and gender. The President or his designee will review the materials and will authorize the offering of a position to the person being recommended.

All unsolicited resumes that are received are to be forwarded directly to the Personnel Office for processing, where they will be categorized and held for two years. All resumes collected during the course of a search are to be forwarded to the Personnel Office at its conclusion.

The foregoing procedures are not intended to affect faculty rights of transfer and seniority under the contract.

Affirmative Action Plan

The College, as a department of the County, is bound by the County's affirmative action plan which we have carefully reviewed. We have, additionally, taken certain steps on our own to further these affirmative action goals:

1. Formation of an Affirmative Action Advisory Board with members of diversified ethnic backgrounds from both civil service and non-civil service areas. This Board is charged with considering the concerns of all classes of individuals covered under affirmative action (not only minorities and women). Their responsibilities include:

    a. Assistance in locating qualified affirmative action candidates for openings at the College.
    b. Review of potential applicants' resumes and applications to help target affirmative action candidates.
    c. Acting as liaison with community groups and agencies to help locate housing responsibilities for minority applicants.
    d. Advising the Affirmative Action Officer as to the media sources which will be most effective in reaching qualified affirmative action candidates.

2. Creation of an Affirmative Action Grievance Procedure (copy of which is attached). This procedure has provided us with an informal mechanism to review and discuss alleged cases of discrimination which we believe is most helpful to all parties concerned.

3. Public announcement of our commitment to equal opportunity/affirmative action in our advertisements, catalogs and other publications.

4. Utilization of our Affirmative Action Advisory Board members and community groups to help in recruitment of qualified affirmative action candidates.

Affirmative Action Grievance Procedure

Alleged instances of discrimination on the basis of sex, religion or ethnic background at the College toward students, professional, or classified personnel will first be filed with the Affirmative Action Office in writing using the Affirmative Action Grievance Form. The Affirmative Action Officer will review the alleged grievance and attempt to resolve said grievance in an appropriate manner. If the grievant is not satisfied with the disposition of his/her grievance, a committee will be formed of one member of the grievant's choice, one member of the College's choice, and one member chosen from outside the institution mutually agreed upon by the grievant and the Affirmative Action Officer. This Committee will examine the alleged grievance and report its findings to the Executive Vice President who will make his recommendations to the President of the College for whatever action he may deem appropriate. If, after this point, the grievant is not satisfied with the disposition he/she may take any other action deemed appropriate.

Suffolk County Community College, in compliance with Executive Orders #11246 and #11375, does not discriminate on the basis of sex, religion or ethnic background in admissions, employment, and treatment of students and employees.

Executive Orders #11246 and #11375

NOTIFICATION OF GRIEVANCE

To: Affirmative Action Officer

I hereby charge that the College has violated the provisions of Executive Orders #11246 and #11375 as follows:

I hereby seek the following redress:

_____

Signature Date

Name: _____

Title: _____

Campus: _____

Disposition of Grievance:

_____

Affirmative Action Officer Date