

**Bucknell University's Commitment to
Academic Excellence through
Equal Opportunity and Affirmative Action.**

Equal Opportunity Policy

Bucknell University provides equal opportunity without regard to race, color, gender, sexual orientation, age, religion, national or ethnic origin, marital status, veteran status, or disability in admissions, employment, and in all of its educational programs and activities.

It is the policy of Bucknell University that in the process of recruitment of faculty and staff regular procedures are to be followed which ensure that qualified candidates have been fully considered. The policy of equal employment opportunity applies in all employment relationships. All University personnel policies, procedures, and practices must subscribe to the intent of this employment policy.

Under University policy, equal opportunity is provided to all persons in the delivery of educational programs and services, in the sponsorship and conduct of any student activities, including athletic opportunities, and in the offering of other University services.

Affirmative Action Policy

Affirmative action is designed to ameliorate the present effects of prior discrimination as a result of which certain legally protected job groups are underrepresented in the University working community. Underrepresentation is an imbalance between those in the labor force who possess the relevant qualifications and their representation within the specific job category in the University. Simply put, underrepresentation must be shown by demonstrating the existence of an imbalance between the numbers of qualified women or minority candidates in the potential pool of applicants for a position and their presence in the hiring department. To that end, the University embraces an affirmative action policy that encourages vigorous activities and procedures for the recruitment, hiring, retention, and promotion of certain protected groups that are underrepresented in the Bucknell University working community.

Administrative Responsibilities

The **President** is responsible for planning how Bucknell can further the principles of equal opportunity and affirmative action to meet legal requirements and for determining appropriate plans, policies and procedures.

The **Affirmative Action Officer (AAO)** is responsible for implementation of the equal opportunity and affirmative action policy for the campus and reports directly to the President.

A **Committee on Equal Employment Opportunity (EEOC)** is appointed by the President annually; it shall have a maximum of twelve members, no more than half of whom shall be men, and shall include a representative of the personnel office, and members of both the faculty and the administration. The Affirmative Action Officer will be an ex officio non-voting member. The Committee shall receive periodic reports from the AAO. The responsibilities of the EEOC are stated below under section (f) of the Recruitment Process.

Each administrative and academic department shall maintain a complete record of each recruitment search, including copies of recruitment plans, advertisements, notifications of vacancies, dossiers, correspondence with applicants and agencies for referrals of prospective employees, unsolicited applications, and reports on employment policies and actions for a minimum of two years after the selection of a candidate. These records are confidential and will be made available for examination and review upon approval of the General Counsel only when it can be demonstrated that such examination serves a legitimate University interest.

Periodically, the Affirmative Action Officer will prepare a progress report on affirmative action hiring.

Recruitment Process

When a position has been authorized:

Faculty and Administrative/Professional Staff

- a) A job description and advertisement for review and approval of the Dean/Vice President, and the Affirmative Action Officer.
- b) A plan for recruiting, including advertising in media appropriate for the discipline, shall be discussed by the department chairperson with the Dean/Vice President, and the AAO. A list of advertising placements must be sent to the AAO. The search committee shall involve at least one person without appointment to the department conducting the search and at least one woman and/or member of a minority group as voting members of the search committee.
- c) The initial step undertaken must ascertain whether the composition of a given department is the present result of prior discrimination by the institution. An inference that the prior discrimination prerequisite is met can be obtained by comparing the departmental demographics with the national figures on qualified individuals who are potential applicants for the position. If the analysis demonstrates that the ratio of any designated protected class within the department is substantially less than that which might have been expected from the composition of the national group of qualified potential applicants, we may declare this a potential affirmative action search as to the imbalanced protected class and proceed to step two.

If step one is satisfied, step two is the comparison between the imbalanced protected class in the department and in the pool of qualified applicants. The department must provide information to the AAO which indicates whether members of certain legally protected and recognized job groups represented in the applicant pool of qualified candidates are underrepresented in the department. At this juncture, the numerical imbalance between the group already employed and the qualified group seeking employment may be compared. If an imbalance is present with respect to an protected class already identified in step one, the search may be designated an affirmative action search for members of that group.
- d) When dossiers have been obtained in numbers adequate to establish a significant pool of applicants, they are to be reviewed by the search committee, and a ranked short list of candidates for campus interviews developed. The Dean/Vice President

and AAO shall review the "short list," and may ask the EEOC to examine the search process.

If the search has been designated as an affirmative action search dossiers of all women and members of minority groups underrepresented in the department are to accompany the presentation of the "short list" to the AAO.

The interviews shall be conducted with as many candidates as seem appropriate for each vacancy.

- e) The search committee's recommendation for appointment shall be presented to the appropriate administrator and the AAO. In advance of an offer, if appropriate, the AAO will forward the recommendation to the EEOC, which shall have the following responsibilities:

To assure that the procedures set forth in this policy have been followed, the EEOC shall review each recommendation for appointment in an affirmative action search. In addition, any candidate may request a review of the search process by the EEOC.

When cases are brought to the EEOC under the Affirmative Action Policy, the EEOC in its deliberations may recommend that special consideration be given to members of protected classes in the search process.

- f) The recommendation(s) of the EEOC and the reasons for the recommendation shall be presented to the appropriate administrator before an offer is made.

Support Staff

The employment of Support Staff shall be the responsibility of the Office of Personnel Services. The following procedures will apply:

1. All position openings must be referred to the Office of Personnel Services for verification of classification before they are posted or advertised.
2. The Office of Personnel Services will post the position through Notes and Notices or other campus publication and, in some instances, advertise through local job agencies and newspapers.
3. The Office of Personnel Services will work with the hiring department or search committee in the selection of qualified internal and external applicants for interviews.
4. In all selection processes, as appropriate, the criteria for equal opportunity and affirmative action will be taken into account to meet Bucknell's policy.

Unless otherwise specified by the advertising outlet or prohibited by cost, it is expected that advertisements carry the following statement:

Bucknell University encourages applications from women and members of minority groups. (EEO/AA).