

**MANHATTAN COLLEGE  
AFFIRMATIVE ACTION POLICY**

**FORWARD**

Manhattan College has a long tradition of voluntarily implementing a policy of equal opportunity for all segments of the Manhattan College community. Its policy is a morally correct commitment and is of special significance since the goal of the College is to assist students to prepare themselves fully for their future lives.

The college states affirmatively its commitment to equal opportunity and to develop a program that will insure implementation of our commitment. The attached Equal Opportunity statement and Affirmative Action Plan reflects this commitment.

All members of the Manhattan College community share the responsibility to assure that the College policy is actively implemented and that no faculty member, administrator, staff member, student, vendor or visitor suffers from any form of discrimination because of race, creed, color, citizenship status, religion, sex, national origin, marital status, sexual orientation, non job related handicap or disability, age, veteran status or any other legally protected status.

Manhattan College, if it is to fulfill its educational objectives, must insure that its community consists of the most capable individuals available within each discipline or skill. It must, therefore, take every possible advantage of the abilities and potentials found within minority groups. Faced with the problems that it presently experiences the College must fully utilize all sources of candidates if it is to advance further its reputation.

Manhattan College's objective is to promote equal opportunity for all qualified individuals and to hire, appoint, train, advance and promote individuals for available positions by application of position-related standards of education, experience, training and personal qualifications without regard to race, creed, color, citizenship status, religion, sex, national origin, marital status, sexual orientation, non job related handicap or disability, age, veteran status or any other legally protected status.

Manhattan's Affirmative Action Program as outlined in this manual will assist in reviewing our compliance with the implementation of the College's policy regarding equal employment opportunity. This manual also will inform each member of the College community of his/her respective responsibility for complying with implementing the equal

opportunity policy of Manhattan College. Additionally, the guides contained in this manual should aid all having responsibilities in this area to learn how they can fulfill their respective responsibilities.

Dissemination of Manhattan College's Policy on Equal

Employment Opportunity:

A. Internal Promulgation

All employees at Manhattan College will be reminded of Manhattan College's Policy of promoting equal employment opportunity by:

1. Publication of Manhattan College's statement Regarding equal employment opportunity in all College policy and procedural manuals.
2. Publication of Manhattan College's statement Regarding equal employment opportunity in all issues and re-issues of faculty and employee handbooks.
3. Discussion of Manhattan College's equal Employment opportunity policy and its Affirmative Action Program to implement its policy with administrative and supervisory personnel at special meetings called for the purpose of such discussion.
4. Continued encouragement of the College's minority

Group employees to refer applicants for employment and candidates for appointment to the College.

5. Inclusion of a statement of the College's equal Opportunity policy in employee induction programs.
6. In addition: Notices required by the Equal Employment Opportunity Commission (EEOC), the office of Federal Contract Compliance (OFCC), the Department of Health, Education and Welfare (HEW) and the New York State and City Human Rights' Agencies will be displayed in work and employment interviewing areas.
7. Statistics concerning job applicants, job offers, And appointment and placement of minority members and women will be accumulated for the information and use of the academic and non-academic administration.
8. A profile of Manhattan College's employees Showing a distribution of minority and women employees will be distributed annually to each Vice President and Dean by the Personnel Department.

Documentation of efforts of Manhattan College with regard to implementing its Affirmative Action Program will be maintained in the files of the Affirmative Action Officer.

B. External Promulgation

Applicants for employment and candidates for appointment, as well as others outside the immediate Manhattan College community, will be reminded of Manhattan College's policy regarding equal employment opportunity by:

1. All advertisements for employment will contain Assurance of equal employment opportunity.
2. All sources of applicants and candidates will be Reminded and advised of the College's Affirmative Action Program and will be requested to refer qualified minority group and female candidates to Manhattan College.
3. All vendors will be reminded of the College's Equal opportunity policy by including a reaffirmation statement in the College's purchase orders.
4. Contractors and sub-contractors will be reminded

Of Manhattan College's Affirmative Action Program and requests will be made of them to take similar action.

Documentation of efforts in this regard will be maintained in the files of the Affirmative Action Officer.

Responsibility for Implementation of Manhattan College's Affirmative Action Program

The responsibility for insuring compliance and continued implementation of Manhattan College's policy of equal employment opportunity is assigned to the Vice President for Human Resources. The Vice President will have overall responsibility for administering the College's equal employment policy and Affirmative Action Program. His/Her responsibilities directly and/or through his/her appointed delegate(s), including the Affirmative Action Officer, will include:

1. Internal and external dissemination of Manhattan College's equal employment opportunity policy.
2. Assisting in the identification of under-utilization problems areas and in establishing time tables for goals and objectives to solve these problems.
3. Assisting individual administrators in arriving at solutions to problems.

4. Serving as liaison between the College and Enforcement Agencies organizations and community actions groups.
5. Keeping the Administrative Officers informed of The latest developments in the entire area of equal employment opportunity.
6. Providing career counseling for all staff employees.
7. Conducting periodic audits of hiring, appointment, training and promotional patterns to insure that minorities are given full employment opportunities.
8. Developing reporting procedures to assist in the identification of problem areas within the employment profile of Manhattan College.

#### **Internal Self-Analysis and Reporting**

The effectiveness of Manhattan College's Affirmative Action Program will continue to be measured by its own self-analysis. Such analysis will provide information regarding available minority candidates and applicants. Because of the relatively low total employment level in each discipline and skill at Manhattan College, responsibility to monitor data concerning applicants and

candidates can be effectively administered by the Vice President for Human Resources and/or Affirmative Action Officer. The controls and reports developed to monitor the desired data will insure that the non-discriminatory policy will be implemented. The Vice President and/or Affirmative Action Officer will be in a position, as a result of the reporting and monitoring of programs, to report to administrative officers the program's overall effectiveness.

The College will periodically analyze the distribution of each level of rank or employment to determine problem areas by administrative unit and rank or job categories.

In analyzing its employment population the College will consider the following factors:

1. The minority population in the New York Metropolitan area.
2. The availability of minorities and women having The requisite professional or non-professional skills in the immediate area.
3. The percentage of minorities and women at Manhattan College in each professional and non-professional category as compared with the availability of minorities and women in the immediate area.



4. The availability of minorities and women having the requisite professional and non-professional skill in an area in which the College can reasonably recruit.
5. The availability of promotable minorities and women within the College community.
6. The degree of training and assistance with respect to training which the College is reasonably able to undertake as a means of making all positions available to all minorities and women.

### **Implementation of Manhattan College's Policy**

#### A. Recruitment

1. Academic, Sr. Administrators and Administrative Personnel

Manhattan College's goal with respect to the appointment of Academic, Senior Administrators and Administrative Personnel is to achieve within each school and within the College community as a whole a diverse faculty and professional staff capable of providing for excellence in the education of its students and for the enrichment of the College community. In seeking to fill positions, every effort will be made to recruit in such a way that individuals from minority groups and women will

have an equal opportunity to be considered and appointed. It is the policy of the College that no appointment will be made to faculty or professional positions until women and/or minority group candidates have been sought out and, if qualified, such candidates are identified and encouraged to apply.

In order to achieve implementation of the College's policy regarding equal employment opportunity, the College will engage in active recruitment of minority group members and women candidates. To recruit actively means consciously reaching out to make certain that minority groups (who have been defined as Black, Latino/Hispanic surnamed, American Indian, Asian and women candidates are identified, made aware of the positions available and encourage to apply. This program of active recruitment may include the following:

- a. Direct contact with faculty members of Colleges having a high percentage of their enrollment consisting of minority group students and women.
- b. Direct contact with groups specifically oriented to and concerned with minority groups.
- c. Direct contact with former undergraduates who may

know qualified minority graduate students who have completed or who are about to complete their work.

- d. Direct contact with associates and friends at various colleges and universities.
- e. Following up names of minority group students in Graduate schools.

## 2. Non-Academic Personnel

The specific objective is to increase the number of minority persons working at all levels within the non-professional staff at Manhattan College. Among the special efforts made in this regard will be the following:

- a. All high school placement officers and guidance Counselors with whom Manhattan College has had a relationship will be notified of Manhattan College's desire to obtain qualified minority applicants.
- b. Employment agencies that specialize in locating qualified minority candidates and State Employment Service will be utilized where necessary and appropriate.
- c. Periodic visits will be scheduled with, and referrals of applicants sought from, community agencies and minority group organizations.

- d. All employees, including minority group employees, will be encouraged to refer friends and acquaintances as job applicants.
- e. All newspaper advertisements and on line advertisements for employment will include the phrase "An Equal Opportunity Employer."
- f. Advertisements will be placed in publications and on line sites having a high readership among minority groups.
- g. Employment procedures will be reviewed periodically to assure that affirmative efforts are made to secure minority group employees.
- h. Testing will conform to Federal regulations and will be used only to measure capabilities actually required in the position.

B. Promotion

1. Academic, Senior Administrators and Administrative Personnel

Individuals will be considered as candidates for promotion in academic rank or as candidates for promotions to positions of increased responsibility without regard whatsoever to race, creed, color, citizenship status, religion, sex, national origin, marital status,

sexual orientation, non job related handicap or disability, age, veteran status or any other legally protected status.

2. Staff

The Vice President for Human Resources, in Cooperation with the Affirmative Action Officer, will periodically review promotional procedures to assure that minority and women employees are afforded equal access to job opportunities in all areas of Manhattan College. The College will do everything possible within its means to insure that all employees have every opportunity for upward mobility. A skill inventory for each individual will be maintained to assure that there is a complete record of each person's qualifications to perform in another position.

Promotion to higher rank and higher level jobs will be made from within the College community whenever possible, and will be based on the demonstrated performance and potential of qualified individuals at lesser levels in relation to the total candidate pool.

C. Compensation

1. Academic, Senior Administrators and Administrative Personnel

Compensation paid to each administrative

Faculty or professional staff member will be based entirely on his/her contribution to the educational goals of Manhattan College and will not be based in any manner or degree upon the individual's race, creed, color, citizenship status, religion, sex, national origin, marital status, sexual orientation, non job related handicap or disability, age, veteran status or any other legally protected status.

The measurement of the individual's contribution to the College will include a measurement of the responsibilities, efforts and professional skill utilized by an individual in fulfilling the obligations of his or her position.

## 2. Staff

Manhattan College seeks to have consistency in wages for employees. Each job classification considers individual variances only for experience, skill and length of service. Each staff position will be represented by a written job description which will be periodically updated and maintained in conformance with the actual requirements of the job. Criteria will be established for each job to reflect the evaluation of the job.

Equal Opportunities in Education, Housing and Community Relations

A. Education

Manhattan College, within its financial resources Will continue and extend programs and efforts to insure equal educational opportunity to minority students as well as all students.

1. Admissions and Recruitment

In no case will race, creed, color, Citizenship status, religion, sex, national origin, marital status, sexual orientation, non job related handicap or disability, age, veteran status or any other legally protected status be used in admissions and recruitment to discriminate.

- a. Manhattan College will continue a Recruitment program to increase substantially the number of qualified minority applicants.
- b. Manhattan College, within its financial Resources, will seek to enroll a potentially successful student body which more adequately reflects the proportion of minority persons in the general population.
- c. A statement of Manhattan College's

Admission policy will be included in all re-issues of the Catalogue.

2. Financial

In no case will race, creed, color, citizenship status, religion, sex, national origin, marital status, sexual orientation, non job related handicap or disability, age, veteran status or any other legally protected status be used to discriminate against minority students in the allocation of financial aid.

Manhattan College will provide continuing financial assistance, within the limits of its resources, to minority students and all students who are making satisfactory progress toward a degree.

3. Placement

- a. Manhattan College will make its placement services available only to those firms and school systems which provide a Statement of Compliance with existing equal opportunity laws.
- b. The Affirmative Action Officer will serve as an advisor to the Placement Office in developing programs and procedures to increase substantially



the employment opportunities for its minority students and other students.

4. Tutoring and Counseling

Manhattan College will continue to assist Minority and other students, within its financial resources, by providing tutoring and counseling services.

a. The College will continue to strengthen counseling and tutoring programs to meet the needs of minority and other students.

b. Tutoring and counseling services for minority and other students will be reviewed by the appropriate faculty and administrative agencies and appropriate programs, within the College's financial resources, will be instituted.

c. The College will intensively recruit minority professionals for tutoring and counseling programs.

5. Curriculum

a. The College will initiate courses, within its financial resources, relevant to the experience of a diverse

community. Members of the college Community have had and will continue to have opportunity to make recommendations concerning such courses to the appropriate faculty committees.

6. Student Activities

Manhattan College will not discriminate against minority and other students on the basis of race, creed, color, citizenship status, religion, sex, national origin, marital status, sexual orientation, non job related handicap or disability, age, veteran status or any other legally protected status.

B. Housing

Manhattan College will inform faculty, staff and Students through appropriate departments and offices, of vacancies in housing, when such housing is available. No discrimination on the basis of race, creed, color, citizenship status, religion, sex, national origin, marital status, sexual orientation, non job related handicap or disability, age, veteran status or any other legally protected status will be practiced in regard to assignment of student housing. All students will be assigned areas in which security measures for personal safety may be maintained.

### C. Community Relations

Manhattan College will encourage the involvement of students, faculty, staff, senior administrators and administrative personnel, especially those of protected groups in the Manhattan College Community. The Affirmative Action Officer will provide advice and assistance as appropriate.

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