

**ARTICLE IX: EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE
ACTION AND AMERICANS WITH DISABILITIES**

**Section 1. Equal Employment Opportunity
and Affirmative Action**

**Policy 1.1: Equal Employment Opportunity Policy Statement
Issued: June 1, 2001**

Chicago State University supports the principles of equal opportunity in employment and education. The University seeks to insure that no person will encounter discrimination in employment or education on the basis of age, color, disability, sex, national origin, race, religion, sexual orientation, or veteran's status. This policy is applicable to both the employment practices and administration of programs and activities within the University. It is the policy of the University that no person shall be excluded from the participation in, be denied the benefits of, or in any way be subject to discrimination in any program or activity at the University.

The University applies this commitment to all employment and educational practices, including but not limited to, recruitment of both staff and students, admissions, hiring and training procedures, advancement and retention policies, and curriculum/course materials. This commitment stems not only from legal and moral considerations, but also from a conviction that an institution of higher learning is enriched by the presence of diversity, and that narrow cultural biases serve to limit rather than enhance the University's mission. Compliance with this Equal Employment Opportunity Policy is the responsibility of all administrators and others whose duties are related to any personnel decisions regarding employees and students. Further, it is the University's obligation to fully participate in the implementation of all applicable federal, state, and local laws dealing with non-discrimination.

The University, in its dedication to equal opportunity and non-discrimination, has assigned overall responsibility for related monitoring and reporting procedures to the Equal Employment Opportunity Office. It is the mission of the Equal Employment Opportunity Office to eliminate discrimination in the workplace through 1) the promotion of equal opportunity in employment through compliance with the federal, state, and local civil rights employment laws, 2) education and outreach, and 3) the fair and voluntary resolution of disputes. Established procedures are in place which allow complaints of alleged discrimination to be investigated and resolved. Any questions or concerns may be addressed to the Equal Employment Opportunity Office at (773)995-2380, Cook Administration Building, Room 317A.

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**Policy 1.2: Affirmative Action Plan
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Attached, please find an updated version of Chicago State University's Affirmative Action Plan. A copy of this plan will also be available for review on the Office for Equal Employment Opportunity web site and in the Douglas Library.

Knowledge of, and compliance with, the Affirmative Action Plan is a responsibility of employment for all CSU administrators and staff. This responsibility increases for all administrators and staff members with duties that include any personnel decisions regarding employees and students. As administrators, it is your duty to insure that all members of your department are aware of, and understand, this plan. Accordingly, please sign and return the attached confirmation sheet acknowledging your understanding of this policy and its distribution throughout your department.

CSU is committed to a policy of equal employment opportunity in academic and personnel actions. This commitment is vital to both our institutional mission and the laws of nondiscrimination.

Attachment

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**Policy 1.3: Discrimination Complaint Procedure
Issued: June 1, 2001**

Statement of Purpose

Chicago State University has established the following complaint procedures to demonstrate its commitment to nondiscrimination on the basis of sex, race, age, national origin, sexual orientation, religion, disability, or status as a Vietnam veteran.

Responsibilities

Any member of the University community who believes he/she has been discriminated against may file a complaint with the Equal Employment Opportunity (EEO) Office. The EEO Office is responsible for conducting investigations of alleged discrimination and sexual harassment complaints.

A complaint of alleged discrimination, including sexual harassment, against the University President should be filed with the Chair of the University Board of Trustees. Complaints against the EEO Coordinator should be filed with the President, who will appoint a neutral party to carry out the role of the EEO Office as outlined below.

Any employee or student may at any time contact the EEO Office for purposes of advice, discussion of an alleged discrimination complaint and/or assistance in undertaking a formal or informal resolution of a complaint. An investigation leading to a formal determination will normally be undertaken by the EEO Coordinator or his/her designee upon receipt of a written complaint. If there are multiple reports of allegedly illegal harassment or discrimination or of a single allegation of particularly grievous harassment or discrimination, the EEO Coordinator may, after consultation with the President (or President's designee), initiate an investigation in the absence of receipt of a written complaint.

Complaint Procedures

Complaints should be submitted as soon as possible after the alleged discrimination has occurred in order to permit prompt and equitable resolution. The confidentiality of information presented by all parties will be observed, except in those instances when it interferes with the ability of the University to investigate the allegation(s) and take necessary corrective action. In situations that require immediate action because of safety or other concerns, the University may take appropriate disciplinary action (e.g. suspension with pay pending full investigation by the EEO Office). The investigation shall be completed within 8 to 10 calendar weeks, if consideration

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cannot be completed in this time the parties will be notified as to the delay.

1. Complainant will be asked to complete an in-take form which will include a brief description of the alleged discrimination and the nature of the remedy desired.
2. A private in-depth interview will be conducted by the EEO Coordinator or designee with the complainant.
3. The EEO Coordinator or designee will contact the person(s) against whom the complaint is being filed and will also interview that person(s) to ascertain her or his response to the substance of the complaint.
- (4) The EEO Coordinator or designee may assist in the informal resolution of the complaint. With the consent of both parties involved, the Coordinator will arrange for information to be shared between the parties regarding applicable issues and appropriate remedies. Failure to reach a resolution will result in the investigation proceeding to step 5.
- (5) The investigation by the Coordinator will include interviewing witnesses, confirming information and seeking additional information and/or documentation. In conducting the investigation, the EEO Coordinator shall have unrestricted access to all pertinent materials, records, reports and documents in possession of any University personnel and shall be afforded the opportunity to interview all persons possessing relevant information.
- (6) The EEO Coordinator will forward a written report of the investigation and recommendations of resolution to the Vice President of the respondent or, when appropriate, to the President's designee. The Vice President (or President's designee) will decide whether or not University or Board of Trustees policies prohibiting discrimination and sexual harassment have been violated and, if so, what remedial action will be taken by the University.
- (7) If the Vice President, or designee, determines that further investigation is needed, the EEO Coordinator will continue to do a follow-up review and/or interviews.
- (8) A final written determination setting forth the Vice President's, or designee, decision on the basis of the evidence gathered during the investigation, will be sent to both the

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complainant and the respondent. vice Status and Rules, or University Student Conduct Code will be followed.

- (9) If disciplinary action is required as a result of a finding of discrimination, procedures required under relevant collective bargaining agreements, Board of Trustees Regulations, State University Civil Service Status and Rules, or University Student Conduct Code will be followed.
- (10) An appeal may be made to the President. The President's decision is final.

Any retaliatory action, of any kind, taken by a Chicago State University employee or student against a complaining party as a result of that party's seeking redress under these procedures is prohibited and shall be regarded as a separate and distinct cause for complaint under these procedures.

It is a violation of this policy for anyone to knowingly make false accusations of discrimination or harassment. Failure to prove a claim is not equivalent to a false allegation. Sanctions will be imposed for making false accusations of discrimination or harassment.