

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: General Administration

NUMBER: 01.D.04

AREA: Legal Affairs

SUBJECT: Affirmative Action Policy

1. PURPOSE

The University of Houston System is committed to the development, implementation, and maintenance of viable affirmative action plans and programs which are in compliance with applicable state and federal laws.

2. POLICY

Each component university will be responsible for the development, implementation, and administration of comprehensive affirmative action plans for all faculty and staff employment, regardless of the source of funding. These affirmative action plans and programs will be developed in accordance with federal and state compliance standards and will include steps to recruit, hire, train, promote, and retain qualified personnel in all protected classes at all levels of the component university.

Each component university plan will further include documentation of the recruitment channels utilized in order to ensure that protected classes are provided equal opportunity in the application process for employment. Each component university plan will also include procedures for monitoring and documenting employment decisions which are based on applicant qualifications, and not on subjective or otherwise unrelated criteria.

3. REVIEW AND RESPONSIBILITY

Responsible Party: Vice Chancellor for Legal Affairs and General Counsel

Review: Every three years on or before August 31

4. APPROVAL

Approved: Dona Cornell
 Vice Chancellor for Legal Affairs and General Counsel

Renu Khator
 Chancellor

Date: March 23, 2016

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	09/04/1990	Initial edition (Original number is SAM 02.A.02)
2	05/11/1992	Added compliance with applicable state and federal laws to Section 1. Added train and retain qualified personnel in all protected classes to Section 2. Exchanged “Institutional” with “Component” throughout text
3	04/19/2005	Changed SAM number from 02.A.02 to SAM 01.D.04. Revised SAM template to reflect current operating practices. Changed Responsible Party from Vice Chancellor for Administration and Finance to Associate Vice Chancellor for Legal Affairs. Changed review period from odd numbered years on or before August 31 st to every three years on or before August 31 st . Added Vice Chancellor for Legal Affairs to approval process in Section 4.
4	03/23/2016	Revised SAM template and added new Revision Log. Updated titles of Responsible Party and approval to current operational practices. Removed Section 5, Indexing Terms. No additional changes were indicated by the Subject Matter Expert (SME)