UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM

SECTION: General Administration **NUMBER: 01.D.04**

AREA: Legal Affairs

SUBJECT: Affirmative Action Policy

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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 RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Legal Affairs

Review: Every three years on or before August 31

4. APPROVAL

Approved: Dona G. Hamilton
Vice Chancellor for Legal Affairs

Jay Gogue
Chancellor

5. INDEXING TERMS

Affirmative Action
Equal Employment Opportunity