

CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM# 2620 May 1991

Subject: UH Community Colleges Statement of Policy on the Affirmative Action Program

A. References

1. UH Executive Policy El.202, University Statement of Nondiscrimination and Affirmative Action.
2. UH Board of Regents Bylaws and Policies, Section 1-5, Policy on Nondiscrimination and Affirmative Action and Section 1-4, Rights and Responsibilities of the University of Hawaii Community.

B. Purpose of the Policy

The purpose of the Statement of Policy on the Affirmative Action Program is to clearly delineate and express the commitment of the UH Community College System to the principles of equal employment opportunity and affirmative action. (See Attachment for Statement of Policy)

C. Responsibilities

1. Senior Vice-President and Chancellor for the Community Colleges (hereinafter Chancellor).
 - a. Issues the UH Community Colleges Statement of Policy on the Affirmative Action Program.
 - b. Publicizes the policy statement in the University of Hawaii Bulletin annually and incorporates the statement in the Affirmative Action Plan of the University of Hawaii Community College System and as part of the application forms for faculty, executive/managerial and Administrative/Professional/Technical (APT) employees.
2. Provosts and Director of Employment Training Office.
 - a. Publishes the policy statement in the campus bulletin at the beginning of each Fall semester.
 - b. Posts the policy statement on campus bulletin boards.

D. Revisions

None

Joyce S. Tsunoda
Chancellor for Community Colleges

Attachment

UNIVERSITY OF HAWAII COMMUNITY COLLEGES

AFFIRMATIVE ACTION PROGRAM

STATEMENT OF POLICY

The University of Hawaii Community College System reaffirms its commitment to a policy of nondiscrimination and equal opportunity in all personnel actions and pledges to continue to make good faith efforts to comply therewith. The aims of this policy are to:

1. Maintain recruitment, hiring, and training programs that stress individual qualifications and prohibit discrimination on the basis of race, color, sexual orientation, religion, national origin, marital status, sex, age, arrest and court record, handicap, disabled veteran status or veteran of the Vietnam era;
2. Make employment decisions on the principles of equal employment opportunity;
3. Make promotion and transfer decisions in accordance with the principles of equal employment opportunity;
4. Administer all terms, conditions, and privileges of employment without regard to race, color, religion, national origin, marital status, sex, sexual orientation, age, arrest and court records, handicap, or disabled veteran status or veteran of the Vietnam-era;
5. Measure the University of Hawaii Community Colleges performance against specific goals through a continued procedure of monitoring, and evaluation;
6. Continue to expand existing programs where necessary, to assure the strengthening and success of the University of Hawaii Community Colleges Policy of nondiscrimination and equal opportunity; and
7. Ensure that all employees hired, promoted, or transferred must be qualified for the positions they hold. Every effort shall be made to hire the best qualified candidate. Should two or more candidates be equally qualified, consideration shall be given to selecting a member of the underutilized group in accordance with the University of Hawaii Community Colleges Affirmative Action Plan.

It is the policy of the University of Hawaii Community Colleges to prohibit discrimination, to encourage proper utilization of qualified members of all ethnic groups both males and females in all areas of employment.

The Provosts of the University of Hawaii Community Colleges, the Director of the Employment Training Office, campus EEO/AA Coordinators, officers and supervisors, share in the implementation of this Policy. This Policy will be evaluated on a regular basis to determine whether

or not the goals and objectives have been met.

Employees and applicants will continue to be protected from coercion, intimidation, interference, or discrimination that may result when filing a complaint or assisting with any investigation relating to EEO matters.

Joyce S. Tsunoda
Chancellor for Community Colleges