

EQUAL EMPLOYMENT OPPORTUNITY POLICY
LSU PAUL M. HEBERT LAW CENTER
Revised July 2017

I. CAMPUS POLICY

The purpose of this policy statement is to assert the Law Center's commitment to provide equal opportunity for all qualified persons in admission to, participation in, or employment in the programs and activities which the Law Center operates without regard to race, creed, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national origin, age, mental or physical disability or veteran's status, as well as to implement a procedure to address complaints for those who believe they have been subjected to discrimination and/or harassment in violation of this policy.

No individual will be subjected to retaliation for making a claim of discrimination or for participating in the investigation of such a claim.

II. COMPLAINT PROCEDURES

Any member of the University community who believes he or she has been subjected to discrimination and/or harassment in violation of this policy has a right and an obligation to report the conduct to any University official, supervisor, or the Office of Human Resource Management. No student or employee is required to report or make a complaint of discrimination and/or harassment to the person who is engaging in the problematic conduct.

Because discrimination and harassment may involve a wide range of behaviors and is, in part, a function of the way in which such behaviors are perceived, the way in which a given incident is appropriately treated depends on its effect upon the recipient as well as upon the specific behavior itself. For example, simply informing the individual through verbal or written communication that the behavior is unwelcome and should cease may be sufficient to end it. If this is ineffective or the situation is such that an individual is unwilling or unable to deal with it in this way, other means of addressing such concerns are provided in this policy.

To insure that situations that may involve discrimination and/or harassment are handled appropriately, Vice Presidents, Deans, Directors, Department Heads, supervisory employees and any other University officials who receive a complaint or who become aware of a possible violation of this policy will immediately notify the Office of Human Resource Management for advice and assistance on how to respond to the complaint (Room 110, Thomas Boyd Hall, phone: 225-578-8200). The Office of the Dean of Students is responsible for addressing complaints involving student on student harassment and/or discrimination when neither the accused(s) nor the accuser(s) are employees of the University.

If an individual believes that he/she has been subjected to discrimination and/or harassment, the individual may make use of both the informal and formal resolution procedures explained below.

Informal Procedure: Under the informal procedure, a complaint may be filed with the Office of Human Resource Management or a Vice President, Dean, Director, Department Head, or any other supervisory employee. Use of the informal procedure is optional and the individual can choose to bypass, discontinue, or initiate a formal complaint at any time during the informal process. The complainant, the person receiving the informal complaint, and the Office of Human Resource Management will jointly determine how best to handle the complaint. The information reported to the University related to a complaint will be treated as confidential as possible with only those with a need to know being informed of the complaint.

Formal Procedure: If an individual opts to follow the formal procedure, an individual should file a complaint with the Office of Human Resource Management. A formal investigation of the complaint will be conducted to determine if sufficient evidence exists to conclude that a violation of the University's policy has occurred. The individuals involved in the complaint will be notified about its resolution.

All of these procedures will operate under the general principles of fairness and confidentiality and will be used in a way that attempts to ensure that a charge of discrimination and/or harassment is carefully reviewed to determine whether a violation of this or related policies has occurred and to further provide that the rights of both the complainant and the accused are protected. Substantiated violations of this policy will result in appropriate discipline or corrective action. Furthermore, employees, students, witnesses, and/or other participants involved in the complaint or its investigation are protected from retaliation of any form. Any employee violating the prohibition against retaliation may be subject to disciplinary action up to and including termination.

III. RECRUITMENT/HIRING GUIDELINES

The following recruiting/hiring guidelines apply to the Law Center.

A. GENERAL RECRUITMENT/HIRING GUIDELINES FOR FACULTY AND PROFESSIONAL POSITIONS

1. Position advertisements and selective criteria will be developed in direct relationship to job requirements and application Southern Association of Colleges and Schools (SACS) requirements.
2. The recruitment process shall be conducted in a manner consistent with the goal to attract a diverse pool of applicants. For certain vacancies, this could include placing ads in appropriate sources to attract minority and female candidates. The LSU Office of Human Resource Management and the Office of Diversity will serve as a resource to departments in determining the most appropriate strategies for recruiting minorities and women for vacancies. All advertisements must include the statement making reference to the fact that the LSU University is an Equal Opportunity and Equal Access Employer or other similar statement.

3. All vacant regular full-time positions will be publicized at the hiring campus to ensure that all interested and qualified employees are aware of the opportunities for promotion or transfer.
4. All pre-employment selection procedures, including credential reviews, interviews and reference checks, shall be conducted without regard to race, creed, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national origin, age, mental or physical disability, or veteran's status.
5. The use of search committees is encouraged, particularly for regular full-time faculty and professional vacancies. Every effort should be made to include female and minority representation on search committees.

B. GENERAL RECRUITMENT/HIRING GUIDELINES FOR CLASSIFIED POSITIONS

1. Classified openings shall be advertised as required by University policy and Civil Service Rules and Regulations.
2. Selection criteria will be developed in direct relationship to job requirements.
3. All pre-employment selection procedures, including credential reviews, interviews and reference checks, shall be conducted without regard to race, creed, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national origin, age, mental or physical disability, or veteran's status.

C. EXCEPTIONS TO THE ADVERTISING GUIDELINES

In some circumstances, exceptions to these guidelines may be indicated. In these situations, the normal advertising requirements may be waived. Requests for advertising waivers must be approved by the LSU Office of Human Resource Management. Examples of situations in which advertising waivers may be approved include the following personnel actions:

1. **Acting or Interim Appointments**

While appointments of this nature for one year or less need not be advertised and filled on a competitive basis, appointing officials are encouraged to conduct a search at least within the Law Center. Appointments of this nature must be reviewed in advance by the LSU Office of Human Resource Management and requisite campus approvals must be obtained. Efforts should be made to identify women and minority candidates for such appointments.

2. **Visiting Faculty and Internship Appointments**

If the program has been pre-approved, visiting faculty and internship appointments need not be advertised and filled on a competitive basis.

3. Temporary Appointments (180 days or less)

Such appointments need not be advertised unless they are likely to result in a permanent appointment.

4. Promotions within a Department

When a vacancy occurs, the employing department may request an exception of the advertising guidelines in order to promote an employee who is presently employed within the department or unit where the vacancy exists. All qualified applicants in the department or unit where the vacancy occurs must be considered for the promotion. After the department has selected the employee to fill the position, the LSU Office of Human Resource Management will:

Review the qualifications of the position and determine if the selected employee meets the minimum qualifications for the position.

Review the qualifications of all other qualified applicants within the department or unit, and

Review the University's Affirmative Action Plan's utilization analysis to determine if underutilization of females and/or minorities exists within the EEO category in which the vacancy occurs.

IV. NO THIRD PARTY RIGHTS

The provisions and procedures set forth in this policy statement do not create independent rights in third parties.

APPROVED:



Thomas C. Galligan, Jr.
Dean and Professor of Law