

1 **Affirmative Action**

2 Effective: Moved to Policy Library from UPM 4.1(1), UPM 4.3(4)

3 Contact: [Office of Equal Opportunity \(EO\)](#)

4 **Introduction**

5 Iowa State University has committed itself to develop and implement affirmative action programs with respect
6 to employment and to comply with all applicable federal, state, and Board of Regents' rules, regulations and
7 policies relative to nondiscrimination.

8 **Policy Statement**

9 While this institution's commitment to affirmative action encompasses and governs employment decisions of all
10 university employing units, it does not, however, obviate the responsibilities and prerogatives of such units to:

- 11 • Develop appropriate job descriptions where warranted
- 12 • Utilize existing job descriptions which have already been modified
- 13 • Recruit, screen applications, interview applicants and select personnel deemed most suitable for the
14 positions to be filled

15 Neither the university nor any of its employing units is required by law to grant preferential treatment to
16 individuals to achieve affirmative action goals. At the same time, it is incumbent upon the university to
17 demonstrate that:

- 18 • Positive steps have been taken to recruit and employ members of those groups protected by federal
19 regulations who are not currently adequately represented in our work force
- 20 • Our selection procedures have not had an indefensible disparate effect on any particular class of
21 individuals

22 Therefore, applicants are allowed to self-identify. (See Resources below.)

23 ISU, as a federal contractor, is required by 41 CFR Chapter 60 to develop and implement a monitoring system to
24 assess its affirmative action employment efforts in terms of recruitment and employment. Each search for
25 faculty and Professional and Scientific hires shall include review and approval of the applicant pool by the
26 university PRIOR to:

- 27 • Interviews
- 28 • Review and approval of the hiring recommendation
- 29 • Extending an offer of employment

30 **Resources**

31 **Links**

- 32 • [Office of Equal Opportunity](#)
- 33 • [Invitation to Self-Identify – Disability and Veterans](#)
- 34 • [Open Search Policy](#)
- 35 • [41 CFR Part 60](#)