

# **Affirmative Action**

2 Effective: Moved to Policy Library from UPM 4.1(1), UPM 4.3(4)  
3 Reviewed and Updated: February 26, 2018  
4 Contact: [Office of Equal Opportunity \(OEO\)](#)

## **Introduction**

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

## **Policy Statement**

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

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

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

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

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

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

- 29 • Interviews  
30 • Review and approval of the hiring recommendation  
31 • Extending an offer of employment

## **Resources**

### **Links**

- 34 • [Office of Equal Opportunity](#)  
35 • [Invitation to Self-Identify – Disability and Veterans](#)  
36 • [Open Search Policy](#)  
37 • [41 CFR Part 60](#)  
38 • [Affirmative Action \[Policy in PDF with line numbers\]](#)