

## **Affirmative Action Equal Opportunity Guidelines Hiring Faculty, Administrators, and Staff**

The Office of Affirmative Action Equal Opportunity (AAEO) role in the recruitment of staff, administrators and faculty at the University of Vermont is to assist in the development, promotion and monitoring of programs to expand access by recruiting and retaining a diverse workforce through guiding and assisting hiring officials. Strategies for accomplishing this objective are dynamic and require campus-wide commitment.

### **Guidelines**

- Oversight and responsibility for creating a diverse workforce at the University of Vermont will be the responsibility of senior management: President, Provost, Vice Presidents and Deans. The President and Provost are charged with the responsibility to ensure accountability to the University's commitment to a diverse workforce.
- AAEO will provide Vice Presidents and Deans with bi-annual transactional reports. The reports will include hires, opportunity hires, promotions, demotions, and termination of employment. The purpose of these reports is to assist the President, Provost, Vice Presidents and Deans to assess, communicate, and hold accountable their hiring managers in their areas for the creation of a diverse workforce.
- Based on the review of the quarterly transactional reports AAEO may require areas that are not demonstrating progress towards diversification to partner with AAEO in order to improve outcomes. AAEO will monitor hiring practices and procedures to ensure that they are sound and inclusive.
- AAEO will serve as an expert consultant to Deans, Vice Presidents, and hiring officials with regard to inclusive hiring and retention practices.
- AAEO will maintain access to People Admin but will no longer routinely approve searches, interview pools, or final hires for recruited pools. AAEO will continue to provide routine oversight and approval for all staff opportunity hires. The Provost, Vice Presidents and Deans will be responsible for approving diverse pools and final selections.
- AAEO will offer a series of mandatory educational programs each academic year for those engaged or with the potential to be engaged in the hiring process. These programs will provide intensive training on furthering and developing multicultural competencies, strategic search process, best practices and innovations in determining qualifications, selections, and ultimately retention.