

MARQUETTE UNIVERSITY
April 2013

I. AFFIRMATIVE ACTION PROGRAM FOR MINORITIES AND WOMEN

Marquette University affirms its long standing commitment to the principle of equal employment opportunity regardless of race, color, gender, age, sexual orient

and be communicated to employees on a periodic basis through a variety of University publications.

3. The Affirmative Action Officer/Equal Opportunity Coordinator or designee

Provost and Executive Vice President through his/her reporting areas are responsible for the coordination, implementation and improvement of equal employment opportunity and affirmative action practices across campus

Deans, Directors, Department Chairpersons, Administrators and Supervisors

Each Dean, Director, Department Chairperson, Administrator or Supervisor is responsible within his/her area of jurisdiction for conducting his/her activities in a manner which will ensure compliance with this policy and program and will communicate to his/her immediate supervisor through

opportunity and affirmative action may exist within the organization. Systems are in place to evaluate:

A. The overall workforce by organizational unit and job group to determine whether there are

Truck Drivers, Groundskeepers, and Custodians. Qualified female and minority applicants are encouraged to apply.

Underutilization of Minorities in Office and Clerical Positions

The variance in this area is slight, and has not been an issue in past analysis. This job group will be monitored to ensure the hiring practices encourage qualified minority applicants and hires.

Action-Oriented Programs

The university has in place specific programs, practices and policies which are designed to address and correct any problem areas that are identified out of the process listed above (Identification of Problem Areas) and to assist in reaching established plan goals and objectives. These policies and

3. Internal Candidates for Employment

Recognizing the University's desire to encourage the personal, spiritual and professional development of its current employees, as outlined in University Policies and Procedures 04-5, http://www.marquette.edu/upp/documents/upp4-05_003.pdf, the University may conduct an internal search exclusively when a vacancy occurs, (although an external search may also be conducted concurrently when appropriate), when it is determined that a single qualified candidate, or a number of qualified candidates, exist internally.

4. Jesuit Presence

While Marquette University is firmly committed to and reaffirms its policy of nondiscrimination and affirmative action in its recruitment practices, it also reserves its right to grant preference to persons who will advance its Jesuit and Catholic identity as established within the educational traditions of the Society of Jesus. This it must do to exercise its religious and educational mission and maintain

ted mission as a key criterion in

willingness to understand and engage Catholic intellectual and social tradition as a pertinent consideration in the appointment of faculty and administrators. Marquette University may grant preference in its employment practices to members of the Society of Jesus. e.g. the University may favor a qualified Jesuit applicant over a qualified non-Jesuit applicant for an academic or administrative position. To preserve the existing relationship between the University and the Society of Jesus, recruiting efforts will include notification of the Office of Mission and Identity of faculty and administrative vacancies as they occur. If such vacancies can be filled by a fully qualified Jesuit, no further affirmative action efforts will be required.

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The university expects all full-time faculty and staff searches to include diverse candidates in the applicant pool, especially those who are from populations considered underrepresented in the unit, department, faculty discipline, or at the university.

The Associate Provost for Diversity and Inclusion will meet with Search Committees and Hiring Managers during the initial planning of each search. Then as part of the position approval process, the Associate Provost will verify that appropriate guidance has been delivered to those responsible for candidate selection and make additional recommendations to the final recruitment plan where appropriate.

At the conclusion of the recruitment process, if not diverse candidates meeting the qualifications for the position have been identified, a rationale must be submitted to the Associate Provost prior to advancing the search to the interview stage. The Associate Provost, in collaboration with the

system for all exempt and non-exempt non-faculty employees on an individual basis and will be based on such appropriate factors as: skills, experience, length of service, merit, and position held. Marquette University is committed to maintaining a compensation program that is both internally and externally equitable and non-discriminatory. Compensation for faculty will be set within each annually will review the compensation of faculty to determine whether or not discrepancies exist in the area. If a thorough analysis of any faculty position at the University reveals an employee's compensation is adversely affected as a result of unlawful discrimination, appropriate corrective action will be taken. Compensation of administrative and support staff positions are based on the Department of Human Resources wage and salary program which includes the following:

1. Current job descriptions or position evaluation questionnaires as a basis for classifying, evaluating and categorizing jobs. These job descriptions will be used to:
 - a. Indicate actual responsibilities and actual duties.
 - b. Clearly identify required qualifications, experience and necessary skills, as well as essential functions, of the job itself.
 - c. Establish classification of positions.
 - d. Establish job groups for administrative, professional, clerical, technical, skilled crafts, and service maintenance positions.
2. A position evaluation/grading system based upon the duties, levels of responsibility and qualifications of the positions.
3. A wage and salary structure which includes separate job groups with approximately the same level of responsibility and value to the University range to each respective job group.
4. Wage and salary adjustments on an annual basis by use of internal performance evaluations and external market survey data to maintain competitive wages and salaries and competitive compensation for duties performed, e.g., surveys, cost of living indices, consumer price index, etc.

The Vice President of Human Resources or his/her representative will work with the Division of Finance and the Budget Office to periodically evaluate the un practices and to make remedial recommendations for individuals or positions that are either low or inappropriately classified, within the financial and budgetary capabilities of the institution.

7. Sexual Harassment and Racial Abuse and Harassment Policies

The University seeks to provide its students, employees and members of its community an academic and working environment in which the dignity and worth of each member of its community is respected, and has established Sexual Harassment and Racial Abuse and Harassment policies which offer guidelines and protections. They are intended to reinforce the proper conduct and professional manner expected of members of the University community and especially of those who participate in relationships of academic and professional trust. Students and employees are expected to follow and support the policies.

II. AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES

For purposes of this section a person with a disability is defined as any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment or (3) is regarded as having such an impairment. For purposes of this section, a person with a disability is "substantially limited" if he or she is likely to experience difficulty in securing, retaining or advancing in employment because of a disability.

Policy

8. Keep administration informed of latest developments in the applicable Affirmative Action area concerning employees with disabilities.
9. Arrange for career counseling for known employees with disabilities when it is requested.
10. Conduct other proactive outreach measures to assist with the recruitment of qualified applicants with disabilities to open job positions at Marquette under this program.

III. AFFIRMATIVE ACTION PROGRAM FOR SPECIAL DISABLED VETERANS, VIETNAM ERA VETERANS & OTHER COVERED VETERANS

For purposes of this section, disabled veteran means a person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

A Vietnam Era veteran is de

Physical and Mental Qualifications

Physical and mental job qualification requirements of employment selection, promotion, demotion

follow up on any identified need for remedial actions, assess the degree to which stated program objectives have been met, determine whether identified veterans are being offered the opportunity to participate in all university held educational, training, recreational and social activities and measure the university's performance. If deficiencies are identified they shall be addressed and remedied in an expedient manner.

External Dissemination of Policy

In complying with and administering the goals and obligations of this program, the university will make serious good faith efforts to undertake appropriate outreach and proactive recruitment activities in an attempt to effectively recruit and retain qualified special disabled veterans, veterans

File Formal Discrimination complaints about these services with the agencies listed below.

PROGRAM	AGENCY
Wisconsin Works (W-2), Child Support, Emergency Assistance, Food Stamp Employment and Training, Learnfare, Day Care, Community Service Jobs, (W-2) Transitions, Job Access Loans, Refugee Services.	Wisconsin Dept. of Workforce Development Division of Workforce Solutions ATTN: Equal Opportunity Officer P.O. Box 7972 Madison, WI 53707-7972 V/TDD 608-266-6889
Unsubsidized and Trial Jobs Complaints. Any employment condition as an employee of DWD funding.	Equal Rights Office P.O. Box 8928 Madison, WI 53708 Telephone: 608-266-6860 TDD-Hearing Impaired 608-264-8752
	Equal Rights Office 819 North Sixth Street, Room 255 Milwaukee, WI 53203 Telephone: 414-227-4384, TDD-414-227-4081
Medical Assistance Service, Women Infants and Children, Food Stamps, BadgerCare, Senior Care, Child Placement Services, Medicaid, Community Aid, and other programs administered by the WI Dept. of Health and Family Services.	Wisconsin Dept. of Health and Family Services Division of Management and Technology Office of Civil Rights Compliance 1 W. Wilson, Room 561 P.O. Box 7850 Madison, WI 536707 Voice 608/266-9372, TDD 608/266-2555

You also have the right to file a formal complaint with a federal agency.

Formal Discrimination Complaint about any of the above services administered by the WI Dept. of Health and Family Services.

U.S. Dept. of Health and Human Services
Office for Civil Rights
Region V, 233 N. Michigan Ave.
Chicago, IL 60601

<p>Formal Discrimination Complaint for Food Stamps.</p>	<p>Administrator, Food and Nutrition Service 3101 Park Center Drive Alexandria, VA 22302</p> <p>Food and Consumer Services Civil Rights Program U.S. Department of Agriculture 77 Jackson Boulevard, 20th Floor Chicago, IL 60604 Voice 312-353-1457</p> <p>U.S. Equal Employment Opportunity Commission 310 W. Wisconsin Ave., Suite 800, Milwaukee, WI 53203 Telephone: (414) 297-1111, TDD (414) 297-1115</p> <p>The Office of Federal Contract Compliance U.S. Department of Labor 230 South Dearborn Street Chicago, IL 60603 Telephone: (312) 353-2158, TDD (312) 353-2158</p>
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SERVICE DELIVERY OR EMPLOYMENT DISCRIMINATION COMPLAINT

If you need help completing this form please contact:

<p>Equal Opportunity Coordinator Lynn Mellantine</p>	<p>Phone (Voice) (414) 288-3430</p>	<p>Phone (TDD) () -</p>
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<p>Name of Complainant</p>	<p>Phone number () -</p>
<p>Address (number, street, city, state, zip code)</p>	

Basis for Service or Employment Discrimination Complaint (such as: age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, or use or non use of lawful products off the employers or servicereigion, 527.01 95(y)9(, arr)-10(est or)-10()-8(con)-9(v)9(icti)-10(or

