



		Policy Section:	Institutional Support
Policy Number:	5521-04	Policy Title:	Equal Employment Opportunity
Original Effective Date:	9/1/03	Department:	Human Resources
Date Last Revised:	6/3/16		

Purpose:

Cairn University is an equal opportunity employer and has adopted the following policy and procedures in compliance with Title IX of the Education Act, Title VII of the Civil Rights Act of 1964 and Executive Order 11246, as amended, and other applicable laws, in order to establish set procedures and goals designed to promote and ensure diversity and equity among its employees. Cairn believes that these principles are important not only from an educational perspective but also from a biblical perspective.

Policy Statement – Equal Employment Opportunity:

Believing that God values and calls men and women from every language, people, and nation into His kingdom, Cairn University is committed to cultivating and maintaining a culturally diverse educational environment. As a religious educational institution, Cairn University is permitted under the exemptions set forth in Title VII of the Civil Rights Act of 1964 and the First Amendment to the U.S. Constitution to prefer employees on the basis of religion. The University asserts its right to employ persons who subscribe to the mission, vision, Statement of Faith, Community Life Covenant, and Statement on Human Sexuality of the University. Within these parameters there shall be no discrimination against any employee or candidate for employment due to race, color, national or ethnic origin, sex, age, veteran status, or known disability. This policy applies to the terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The University administration reviews personnel policies and practices regularly to ensure that equal opportunity practices are being actively implemented and that no employee, applicant for employment, or employees eligible for promotion experience any form of inappropriate or illegal discrimination in hiring, promotion or compensation. Applicants or current employees who feel that they have been discriminated against in the area of employment should contact the Title IX Coordinator.

Policy Statement - Diversity:

Cairn University is strategically located within a metropolitan region of great significance and influence. The diversity of culture, language, and ethnicity of the region affords the University a unique opportunity to fulfill its mission of educating students to serve Christ in the church, society, and world as biblically minded, well-educated, and professionally competent men and women of character.

As an academic institution committed to the intellectual development, spiritual maturation, and Christian ministry of the students, the University acknowledges that the Church is a multi-ethnic, multi-cultural, multi-economic, and multi-national body of believers. The concomitant commitment then is to foster on campus an environment in which believers of various races, colors, national origins, genders, ages and levels of economic status and physical ability can thrive and pursue all that God intends for them.

The University will equip the students to be able to negotiate the diversity of their world, foster in them an

appreciation of human differences that are present in every person, and develop in them a character that values the dignity and worth of every human being with a commitment to the teaching of the Word of God.

Procedures:

1. Recruitment, Employment and Promotion

- 1.1 Posting an Announcement of an Open Position
 - 1.1.1 Employment vacancies are posted for a minimum period of ten business days in appropriate University publications.
 - 1.1.2 Positions are not to be filled during the ten-business-day posting time period in order to allow time for receipt and review of applications.
- 1.2 Advertising an Open Position
 - 1.2.1 Public advertising of open positions and other recruiting materials will include a statement indicating that Cairn University is an equal opportunity employer.
 - 1.2.2 Prior to publication and/or dissemination, the equal employment opportunity advertisement will be reviewed and approved by the hiring supervisor and the Vice President of Human Resources.
 - 1.2.3 In addition to internal publications and the university web site, approved advertisements may be disseminated to one or more of the following as appropriate for the position:
 - 1.2.3.1 Cairn Alumni Publications and Correspondence
 - 1.2.3.2 Area churches
 - 1.2.3.3 Organizations of under-represented minority groups
 - 1.2.3.4 Professional recruitment websites
 - 1.2.3.5 Professional organization publications
 - 1.2.3.6 Academic or professional publication
- 1.3 Screening of Applicants
 - 1.3.1 Applications received will be reviewed and a screening process will commence to identify individuals who best meet the qualifications set forth in the position description.
 - 1.3.2 Applicants will be considered regardless of race, gender, color, national or ethnic origin, age, disability or other protected characteristics. Applicants who best meet the position's qualifications will be selected for interviewing.
- 1.4 Promotion of Employees
 - 1.4.1 The University will consider employees for advancement, promotions and transfers on the basis of performance and qualifications.

2. Monitoring and Evaluating Employment Procedures

- 2.1 Responsibility
 - 2.1.1 It is the responsibility of the Vice President of Human Resources to monitor and evaluate the implementation and effectiveness of the Equal Employment Opportunity policy and procedures and make recommendations for improvement or modification of them to the President's Cabinet.
- 2.2 Monitoring
 - 2.2.1 Each person completing an employment application will also be asked to complete the *EEO Reporting and Research Form* seeking data related to race, gender, age, veteran status and physical impairment. The *EEO Reporting and Research Form* will state the following:
 - 2.2.2.1 "This information is being requested in order to satisfy Federal Equal Employment Opportunity reporting and research requirements. This information is filed separate from your application and is NOT used to evaluate your application. Providing this information is optional."
 - 2.2.2 This data will be kept by the Vice President of Human Resources in a separate confidential file and used only for the purpose of monitoring the University's compliance to its own Equal Employment Opportunity policy and not as a basis for employment decisions.

- 2.2.3 Upon review of an applicant’s credentials, the hiring supervisor or committee will provide to the Vice President of Human Resources (or to the Provost, if for a faculty position) an evaluation of the applicant’s qualifications relative to the position. Following candidate interviews, the hiring supervisor or committee will provide the Vice President of Human Resources (or to the Provost, if for faculty positions) an evaluation of the candidate relative to the position. The purpose of this feedback is to monitor the evaluation process of employment applicants to ensure the absence of discrimination during the selection process.
- 2.2.4 The Director of Institutional Research will submit an annual report by July 1 of each year to the Vice President of Human Resources analyzing the composition of students, student applicants, and Board of Trustees members by race, color, ethnic and national origin, gender, age and known physical disability.
- 2.2.5 The Vice President of Human Resources will submit an annual report by July 15 of each year to the University’s President’s Cabinet summarizing the race, gender, age, national or ethnic origin, veteran status and known physical disability data relating to job applicants and new hires, full-time as well as part-time, and a review of the application of employment policies pertaining to salaries, benefits, paid absences, training, disciplinary action, termination, severance, etc.
- 2.2.6 Employment-related documents will be retained for appropriate periods, as required by law.

2.3 Evaluation

Each year the President’s Cabinet will review the composition of the University workforce for personnel diversity. In those areas that the President’s Cabinet determines a need exists for greater personnel diversification, the President’s Cabinet will establish and implement appropriate initiatives to achieve the desired personnel diversification.

3. Communication and Dissemination

- 3.1 Reference to this policy will be made in the University employment handbook as well as any appropriate publication of the University. The policy and procedures will be made available on the University’s Intranet and web site.
- 3.2 The following statement will be included in the documents listed below:
 - Cairn University does not discriminate on the basis of race, gender, color, national or ethnic origin, age, disability or other protected characteristics, in administration of its educational, employment and admissions policies.
- 3.2.1 Employment and admission application forms
- 3.2.2 Faculty employment agreements
- 3.2.3 The student and employment handbooks
- 3.2.4 University catalogs
- 3.2.5 Job advertisements
- 3.2.6 Admissions and financial aid publications
- 3.2.7 University web site
- 3.2.8 The job posting section of *The Campus Walk* faculty and staff newsletter

4. Equal Employment Opportunity Complaint and Appeal Procedure

The University recognizes that from time to time an employee may have complaints or problems in a variety of areas. The University encourages the complainant to resolve grievance issues by following the grievance processes found in the Cairn University Employment Handbook.

 President’s Cabinet Representative

 Date