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4.4.g. Policies and Practices, including good faith efforts, for recruiting and retaining diverse faculty

The recruitment and hiring of new faculty is a shared process, between faculty, department heads, and the Office of Academic Affairs. The process is defined by the Prairie View A&M University and TAMUS Office of Human Resources.

The Office of Human Resources provides training in the hiring process and helps to ensure that the search and hiring process is conducted properly. Members of the Search Committee are diverse in gender, ethnicity, and faculty rank. The Search Committee members must complete several different hiring training sessions to include: Effective Hiring Practices and Creating a Discrimination Free Workplace. The committee reviews all applications and accompanying documentation, schedules the interviews, and conducts telephone or on-campus interviews. Upon completion of the search process, the Search Committee will submit the final three (3) recommended candidates (unranked) to the Department Chair, who will then submit the Search Committee's recommendation along with the Department Chair's recommendation to the Vice President of Academic Affairs.

Adjunct faculty members in the Whitlowe R. Green College of Education are selected for their teaching and supervisory skills, licensure when appropriate, relevant professional experience and expertise, and the general recognition as highly qualified and competent practitioners. Adjuncts must submit an online application along with official transcripts that show the individual holds at least a Master's degree in their field.

Equal Opportunity

Contact Information

Renee R. Williams

Equal Opportunity Officer/Title IX Coordinator

Location:

A.I. Thomas Building,
Suite #013

Telephone:

(936) 261.2123

Fax:

(936) 261.2138

Email:

rrwilliams@pvamu.edu

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Prairie View A&M University provides equal opportunity to all employees, students, applicants for employment, and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Prairie View A&M University will promptly and thoroughly investigate all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws, A&M System Policy 08.01 and Regulation 08.01.01, and university rules and/or procedures.

Sexual harassment is a form of discrimination based on sex. It is defined as unwelcome conduct of a sexual nature, which includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence, which includes rape, sexual assault, sexual battery, and sexual coercion, is a form of sexual harassment.

The Office of Equal Opportunity's mission is to promote and provide a discrimination free workplace, learning and living environment, where every employee, student and visitor knows that he or she is valued as an individual and is treated with respect and dignity; free of discrimination and harassment.

Consistent with the University's core values and central mission of research, service, and teaching and commitment to achieving relevance of its mission by addressing issues and proposing solutions through programs and services designed to respond to the needs and aspirations of faculty, staff and students. The Office of Equal Opportunity Title IX compliance is responsible for ensuring that University policies, procedures and practices relating to equal opportunity and non-discrimination in the work, learning and living environments are adhered to, practiced and applied in all personnel and academic related decision making, regardless of an individual's race, color, religion, sex, national origin, disability, age, genetic information or veteran status.

Any member of the campus community or public who witness, are subjected to, or are informed about incidents of discrimination, sexual harassment, sexual violence and/or related retaliation involving faculty, staff or students should contact either one of the following:

The Equal Opportunity And Affirmative Action Compliance Office

Tel: (936) 261-2123

Location: A.I. Thomas, LL - Ste. 013

Equal Opportunity

Discrimination and Harassment Mandatory Training

(See Texas A&M University System Reg. 33.05.02 Required Employee Training) (April 9, 2009)

Purpose: The purpose of this procedure is to provide a positive learning, working and living environment free of discrimination and harassment based upon race, color, national origin, gender, age, religion, disability and veteran status.

Prairie View A&M University's (PVAMU) faculty, staff and student employees must complete the Texas A&M University Systems' (TAMUS) mandatory online discrimination and harassment training within their first 30 days of hire. After this initial training, all employees are required to complete the online discrimination and harassment training at least once, every two years (*biennially*).

In addition, all employees involved in the interview process of recruitment, are required to complete an online discrimination awareness training module entitled "Conducting Effective Interviews." After this initial training, all employees involved in the interview process of recruitment are required to complete the online discrimination awareness training once every two years (*biennially*).

Procedure:

1. PVAMU's Office of Human Resources conducts New Employee Orientation Workshops for all new faculty, staff and student workers on the 1st and 15th of every month. During this orientation session all new employees *must* complete the TAMUS' mandatory online discrimination and harassment training. An employee training transcript is generated and maintained by TAMUS.
2. On the 1st day of each month, an automated TAMUS email notification is sent out to each employee who will be reaching the biennial anniversary of their completed training in the upcoming month. The notice informs them that they have *thirty (30) calendar days* to complete the mandatory training.
3. If an employees' training is not completed within the *thirty (30) day period*, a new automated email notice will be continually sent to the employee by TAMUS on the 1st day of each month.
4. PVAMU's Office of Equal Opportunity monitors the training transcripts of all employees. The Office of Equal Opportunity runs a quarterly discrimination training "Assignments" Report from the TAMUS online training website to identify all employees who are not in compliance with mandatory training requirements.
5. PVAMU's Office of Equal Opportunity disseminates a report of all employees out of compliance by sending copies of individual departmental training reports to the appropriate vice president by the 10th day of each month for appropriate action to ensure completion and compliance of mandatory biennial training assignments of employees. An additional follow-up will be done during the 1st week of the next month to ensure that compliance assignments have been completed.

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EEO/AA Resources

You can refer to the following resources for more information and save them in your browser for later reference.

Federal Resources

U.S. Equal Employment Opportunity Commission: (EEOC)

www.eeoc.gov

Federal Laws Prohibiting Job Discrimination

www.eeoc.gov/facts/qanda.html

Title VII of the Civil Rights Act of 1964

www.eeoc.gov/policy/vii.html

The Civil Rights Act of 1991 As Amended

www.eeoc.gov/polic/cra91.html

[Title VII - RACE/ColorDiscrimination](http://www.eeoc.gov/types/race.html)

www.eeoc.gov/types/race.html

[The Age Discrimination in Employment Act of 1967](http://www.eeoc.gov/policy/vii.html)

www.eeoc.gov/policy/vii.html

[The Equal Pay Act of 1963](http://www.eeoc.gov/policy/epa.html)

www.eeoc.gov/policy/epa.html

The Americans with Disabilities Act of 1990, Titles I and V

www.eeoc.gov/policies/ada.html

The Rehabilitation Act of 1973 Sections 501 and 505

www.eeoc.gov/policy/rehad.html

U.S. Department of Labor-Office of Contracts and Compliance Programs

Affirmative Action-Executive Order 11246

www.dol.gov/esa/ofccp/statutes/eo11246.htm

The Implicit Association Test:

<https://implicit.harvard.edu/implicit>

- Project Implicit is a long-term research project based at Harvard University that aims to measure people's preferences for certain social groups over others

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- The IAT is designed to examine which words and concepts are strongly paired in people's mind.
- It is taken anonymously, requires only about 5-10 minutes to complete and provides insight into personal biases, including race, gender, sexual orientation, etc.
- The test requires Macromedia Flash Player
- More than 4.5 million people have completed the online demonstration tests since 1998.

Policy Against Sexual Harassment

(Current Policy Revision Date: May 3, 2011).

Policy Statement

Prairie View A & M University is dedicated to excellence in teaching, research and service. It is committed to values and policies that enhance respect for individuals and their culture. Our student body and our workforce are comprised of people of color, women, immigrants, non-traditional students and persons with disabilities. To reap the rewards of diversity, the University has developed and will continue to develop policies and programs that combat bigotry and other biases in all their forms and will build on the strengths offered by a multicultural, multiracial and multigenerational campus.

Prairie shall be free from all forms of sexual discrimination and sexual harassment. Sexual misconduct is prohibited and will result in appropriate sanctions. Sexual harassment, a form of sex discrimination, creates an atmosphere that is harmful to our university's academic missions. It interferes with faculty, staff and student's ability to perform their duties. Sexual harassment creates an environment of disrespect, insensitivity and mistrust.

This policy provides information every member of the University community should read and understand. It defines sexual harassment according to federal law and University policy, discusses impermissible conduct and offers procedures for seeking help.

Prairie View A & M University will absolutely not tolerate sexual harassment of any student, faculty, staff or visitor. Our community must address allegations as they occur without delay. The responsibility for eliminating sexual harassment rests on the shoulders of the entire University community. Faculty, staff and students should be aware that violation of this policy will lead to serious disciplinary action up to and including dismissal.

George C. Wright, President
Prairie View A&M University

Title VII Definitions of Sexual Harassment

(Texas A&M University System Policy 08.01, Civil Rights Protections and Compliance, March 24, 2011 and Regulation 08.01.01 Civil Rights Compliance, May 3, 2011 (Employees only))

Sexual Harassment is a form of sex discrimination which is a violation of Title VII of the Civil Rights Act of 1964.

For purposes of this policy, sexual harassment is defined as **unwelcome** sexual advances,

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requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is either explicitly or implicitly in a term or condition for an individual's employment or academic standing.
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment

Prohibited Conduct

It is a violation of University policy for any member of the University community to:

- Engage in sexual harassment
- Retaliate against any member of the University for filing a complaint alleging or participating in any investigation/proceeding to determine if sexual harassment has occurred
- Making intentionally false accusations of sexual harassment

Title IX of the Education Amendments of 1972

***(Students/Employees)**

Title IX protects both male and female students and employees from unlawful sexual harassment in all school programs or activities.

Sexual harassment can occur between individuals of different sexes or of the same sex; employee to student; non-University employee to student; employee to employee; non-University personnel to employee.

Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers) or in some cases even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). Sexual harassment is not determined by the intent of the harasser instead by the impact the behavior has on the person being harassed.

Types of Sexual Harassment

Quid Pro Quo

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Quid pro quo occurs when a person in authority such as a manager, supervisor or faculty member makes an **unwelcome** sexual advance or request for a sexual favor to an employee or student and submission to or rejection of the advance is a condition of employment or academic standing.

One version of this type of harassment is *"If you do this (sex favor) for me, I will do that (work/academic favor) for you."*

The other version is, "If you don't do this (sex favor) for me, then I won't do that (work/academic favor) for you"

Hostile Work Environment

Hostile environment harassment consists of unwelcome sexual misconduct that substantially interferes with work/academic performance or creates a hostile working/learning environment.

This is a type of harassment that can take place between an employee/student and anyone with whom the employee/student interacts with during their performance of work/academic responsibilities-faculty, supervisors, co-workers, contractors, suppliers, vendors, etc.

Forms of Sexual Harassment

Sexual Harassment generally occurs by one or more of the following forms of conduct—physical, verbal and/or visual.

Sexual Harassment Forms Comes in Many Forms

Physical Conduct

- Touching
- Unwanted massages
- Patting, caressing, or fondling
- Impeding or blocking movement
- Standing closer than appropriate or necessary for the work being done
- Touching or rubbing oneself sexually around or in view of another person
- Assault

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Verbal Conduct

- Targeting a person with sexual comments, slurs, jokes, epithets or rumors
- Verbal sexual advances, threats or propositions
- Verbal abuse of a sexual nature
- Making sexual comments about a person's clothing, body, or looks
- Sexually degrading words used to describe an individual
- Suggestive or obscene letters, notes, or invitations
- Turning work/academic discussions into sexual discussions
- Asking about sexual fantasies, preferences, or history
- Asking personal questions about social or sexual life
- Telling lies or spreading rumors about a person's sex life

Visual Conduct

- Leering (looking at someone in a sexually suggestive manner)
- Making suggestive gestures
- Displaying pornography, sexually suggestive pictures, cartoons, posters or literature
- Having sexually suggestive software on a work/academic computer

Consensual Relationships

Dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur in a university setting. Negative consequences may result from a faculty member, supervisor or other member of the university community engaging in a relationship with any person for whom he or she has (or will have) professional responsibility.

These dangers can include:

1. a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship will adversely affect their education or employment;
2. inappropriate conflicts of interest when it comes to evaluating the employment or academic abilities of a dating partner;
3. the perception of sexual favoritism from students or fellow-co-workers; (4) physical

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or emotional harm to one party when, and if, a breakup occurs.

Faculty members, supervisors and other members of the university community who have professional responsibility for other individuals should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above such relationships are strongly discouraged.

If such a relationship does occur, action may be taken to alleviate the conflict of interest and remove professional responsibility over the affected subordinate.

For purposes of this section, an individual has "professional responsibility" for another individual at the university if he or she performs functions; including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising or making decisions or recommendations that confer benefits such as promotions, financial aid or awards or other remuneration that may impact upon other academic or employment opportunities.

Academic Freedom

This policy shall not be interpreted to constitute interference with academic freedom.

Filing False Complaints

Any person who knowingly and intentionally files a false sexual harassment complaint is subject to disciplinary action up to and including dismissal from the University.

Policy Enforcement

The University may assess a range of corrective actions for policy violations. Such corrective actions may include termination of employment or permanent dismissal from the University. Any student, faculty or staff found in violation, following applicable disciplinary proceedings will be subjected to these varying penalties.

Confidentiality

The privacy of individuals who bring complaints of sexual harassment, who are accused of sexual harassment or who are otherwise involved in the complaint process should be respected and information obtained in connections with the filing, investigation, or resolution of complaints should be handled as confidentially as possible. It is not possible; however, to guarantee absolute confidentiality and no such promises should be made by any one who is in the complaint process.

Responsibility of University Community

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Members of the University community who become aware of allegations of sexual harassment should encourage the offended individual to report the alleged sexual harassment to the Office of Equal Opportunity or the Vice President of Student Affairs and Institutional Relations immediately.

Responsibilities of Supervisors

Each dean, director, department chairperson, executive officer, administrator or other person with supervisory responsibility is responsible within his or her area or jurisdiction for the implementation of the policy.

Supervisors must report to the Office of Equal Opportunity, or in its absence, The Vice President of Student Affairs and Institutional Relations, any complaint of sexual harassment or any incident of sexual harassment that he or she becomes aware of or reasonably believes to exist. Having reported such complaint or incident, the supervisor should keep it confidential and not disclose it further, except as necessary during the complaint process.

Retaliation Prohibited

A student, faculty or staff member who retaliates in any way against the individual (s) who initiated a sexual harassment complaint or who participated in a sexual harassment investigation is subject to disciplinary action up to and including dismissal.

Making a Sexual Harassment Complaint

Members of the University community who believe themselves to be offended under the policy are strongly encouraged to report the allegations of sexual harassment as soon as possible within **(90) days of the latest incident**. Delay in making a complaint may make it difficult to investigate the allegations.

Report all allegations and complaints of sexual harassment to the Office of Equal Opportunity, A. I. Thomas Building, Ste 013, (936) 261-2123 or 2130.

Informal Resolution of Complaints

After receiving a complaint of sexual harassment, the Office of Equal Opportunity shall, in appropriate cases, make efforts to resolve the complaint informally; i.e., by an arrangement that is acceptable to the complainant, the accused and the university. Examples of informal resolutions include; but not limited to:

- Having a supervisor or the Office of Equal Opportunity speak to the accused regarding the allegations of sexual harassment and counsel the accused as to the appropriate behavior;

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- Arranging for a training/workshop session on sexual harassment for the unit, division or department in which the sexual harassment is alleged to have occurred;
- Having the accused write a letter of apology.

Whenever possible, an informal resolution should be acknowledged in writing and signed by the complainant. The accused should also be asked to sign such an acknowledgement.

Formal Resolution of Complaints

(Refer to PVAMU's Procedures for Handling Sexual Harassment Allegations, June 1, 2008)

If no informal resolution of a complaint is achieved, the Office of Equal Opportunity shall conduct a formal investigation of the complaint. In the event that a complaint is anonymous, the complaint should be investigated as thoroughly as possible under the circumstances. Promptly following the completion of the investigation, the Office of Equal Opportunity shall report his or her findings to the appropriate Vice President of the accused and in the event that the accused is a Vice President to the President.

Following such report, the appropriate Vice President or a designee shall promptly take such action as he or she deems necessary and proper to correct the effects of or to prevent further harm to an affected party or others similarly situated. Actions could range from a letter in personnel file up termination.

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Cultural Programming

The Office of Multicultural Affairs develops and implements programming which fosters the academic and personal development of the university's multicultural populations. Celebrations and events include;

- Hispanic Heritage Month
- Asian Awareness Month
- International Week
- Black History Month
- Women History Month
- Asian/Pacific American Heritage Month
- Observance of religious holidays and Veterans Day

Equal Employment Opportunity Hiring Process Guidelines/Checklist

FOR ADMINISTRATIVE and / or STAFF POSITIONS

Purpose: To help Search Committees-(S/C) and/or Hiring Panels prepare for, conduct and document new hire searches.

Objective: Documentation of the search process is an important search committee/hiring panel responsibility that must be carefully captured on paper to ensure the University's proof of compliance with TAMU/EEO mandates.

Pre-requisite (for Search Committee/Hiring Panel participation): Each person that is a member of a search or hiring committee/panel must be in compliance with both of the following TAMUS requirement of remaining current with online EEO training modules. See <https://sso.tamus.edu> to select the following training modules:

- "Effective Hiring Practices", which must be taken immediately or within 12 months before search committee participation; and,
- "Creating a Discrimination Free Workplace", which must be repeated once every two (2) years following a PVAMU employee's initial hire date.

The Steps –

(All Documentation Referenced herein Shall Be Sent to the EEO Officer for Compliance Review)

This process ensures compliance with current university and system hiring process requirements and addresses components of an equitable hiring process:

Step 1: Identification of Search Committee/Hiring Panel Members:

Each member must be identified on the [*Search Committee Identification Form*](#).

Step 2: Documentation of Evaluations of All Applications:

Search Committees must document explicitly their reasons as to why an applicant was deemed unsuitable, based upon the specific criteria relative to the job description, experience and basic job functions, which are contained in posted job announcements/descriptions. Any reasons for elimination must be reduced to written form on the [*Sample Standard Hiring Evaluation Matrix*](#) form. (Includes sample criteria, click in each box to replace with your job related criteria for evaluation).

Search Committee Members must show on Standard Hiring Evaluation Matrix form:

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- The names of all Applicants received from the the pool individuals released by HR.
- The individual rating areas and scores concerning job-specific criteria for each applicant;
- The total overall scores for each applicant; and,
- The reasons for elimination of an applicant(s).

Step 3: Creating A Complete Hiring History Package:

Hiring Process documents must be submitted in the following order of events:

Before Posting - Submit the following Items to the Office of Equal Opportunity for Compliance Review & Approval of the search documentation:

1. Proposed Job Description.
2. Proposed [Standard Interview Question Matrix](#). (see [Sample Interview Questions](#)).

(For tips: see "[Questions Not to Ask](#)") pamphlet and ("[Sample Reference Questions](#)") for **Phase II** guidance.

3. Post job description with Human Resources (HR) and other recruitment sources.

After the Position Closes and HR Releases the Qualified Applicants Pool:

4. Human Resources will grant S/C's access to a List of Applicants; To print this list, please click both boxes to select "all" Applicants in the PV-PAWS list of Applicants. The report must be included in the Search Committee's Hiring Package.
5. Search committee members must jointly determine which applicant(s) they wish to interview.
6. The search committee must then identify the applicants to interview on a "[Request to Interview Form](#)"; and,
7. Submit the First Phase Hiring Package to the Office of Equal Opportunity for compliance review & approval.

The package must include:

- The **PV PAWS List of Applicants** (*printed from PV-PAW reports*). (*The list should reflect all Applicants, **not** only those listed as **active** but also Applicants **listed as inactive**, (these include the individuals deeded by HR as not meeting minimum requirements for the posted position). Please include this information as it must become part of the EEO Officer's search history files for auditing purposes);*
- Job Description;
- Request to Interview Form;

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- Notes of eliminations & reasons for each applicant not offered an interview;
- Written interview questions using Standard Interview Question Matrix.
- Make corrections to any documents and/or interview questions resulting from the EEO Officer's review; and resubmit them to the same for approval.

Upon EEO's Approval:

9. Conduct scheduled Interviews.

10. Document all of each interviewee's answers to interview questions using Standard Interview Questions Matrix fashioned by the committee and derived from job requirement information contained within the posted job announcement.

11. After the interview(s), **each** Search Committee member must reduce to writing their evaluation(s) of **all** interviewees using the Standard Hiring Evaluation Matrix.

12. Submit completed Second-Stage forms/documents for EEO review and retention.

NOTE:

- The EEO Officer or their designee will inform Human Resources of hiring file completion status.
- Hiring proposals will not be approved absent the EEO Officer's verification confirming the receipt of all documents. (*see [Hiring Process Check List](#)).

Step 4: After EEO Approves A Hiring File:

13. The Search Committees may submit hiring proposals to Human Resources.

Records Retention for System Audit Purpose: *Hiring Process Records received by the Office of Equal Employment Opportunity are closed when complete and maintained for **a period of two (2) years** in accordance with Prairie View A&M University's Retention Schedule.*