

To: Dr. Tomikia LeGrande, President, Prairie View A&M University

From: Dr. David A. Rembert, Speaker of the Faculty Senate

- This is a resolution. Faculty Senate approved this Resolution on March 10, 2024
- This is a request for information.

Under Faculty Senate's Resolution 23-2, Resolution for Establishing a Regular Audit and Review Mechanism to Evaluate Adherence to the Employment Practices Procedures

Please indicate your action on this form and return it to the Speaker of the Faculty Senate.

David A. Rembert

Dr. David A. Rembert,
Speaker of the Faculty Senate

Tabitha Morton

Dr. Tabitha Morton
Vice Speaker of the Faculty Senate

ACTION of the University President

- This resolution is approved without changes. This resolution is approved with changes.
- This resolution is disapproved.
- This request for information was approved. This request for information was disapproved.

Please provide comments below or attach a statement.

Dr. Tomikia LeGrande, President of Prairie View A&M University

Date

Resolution for Establishing a Regular Audit and Review Mechanism to Evaluate Adherence to the Employment Practices Procedures

Preamble

The essence of fostering a fair, equitable, and diverse workforce lies at the core of our organizational values. In promoting fairness, we are committed to clear and transparent criteria that ensure individuals are recognized and advanced based on their qualifications and merit. By 'fairness,' we mean the objective and impartial treatment of all staff, where opportunities and resources are allocated based on merit and need. Our commitment to equity entails striving for just treatment and equal opportunity for all, regardless of their background. Lastly, our vision of a diverse workforce is embodied by our campus's rich tapestry of backgrounds, experiences, and perspectives, which we continually strive to enhance.

Through established employment practices, we endeavor to create a harmonious and inclusive workplace. However, to ensure the consistent application and effectiveness of these practices, it is imperative to have a mechanism in place that regularly evaluates adherence to our employment policies. This resolution aims to address the existing gap by proposing the establishment of a Regular Audit and Review Mechanism, ensuring that our hiring and employment processes remain transparent, lawful, and aligned with our organizational ethos. Through systematic evaluations, we aspire to uphold the integrity of our employment practices, adapt to evolving legal and ethical standards, and continually enhance the inclusivity and fairness of our workplace.

WHEREAS the existing employment practices within our organization are designed to ensure the fair and just treatment of all individuals throughout the employment process, devoid of favoritism or discrimination;

WHEREAS the current procedure lacks a systematic, regular audit and review mechanism to evaluate and assure adherence to the established employment practices policy;

WHEREAS the absence of such a mechanism potentially obscures biases, inconsistencies, and deviations from the established policy in our hiring practices;

WHEREAS the current procedure does not provide guidance on utilizing retained records to identify, analyze, and rectify such biases and inconsistencies;

WHEREAS the lack of an evaluative mechanism compromises the integrity, transparency, and effectiveness of our employment practices, thereby potentially exposing the organization to legal, ethical, and reputational risks;

NOW, THEREFORE, BE IT RESOLVED that:

Prairie View A&M University is to establish a Regular Audit and Review Mechanism (RARM) for systematically assessing semi-annual compliance with the employment practices policy, with audits slated for May and November during the initial year. Following the first year, the audit frequency may be adjusted to once annually if an audit demonstrates excellent adherence to the

policy. Conversely, if an audit indicates poor compliance, the frequency will revert to twice a year.

The Risk and Audit Resource Management (RARM) shall contract an independent external auditor who fulfills the stipulated criteria of expertise and independence, to ensure a comprehensive and impartial assessment of our hiring practices and overall employment approach.

The external auditor shall utilize all available retained records to identify and analyze potential biases and inconsistencies in hiring practices, with a defined process for managing and accessing these records. Additionally, before arriving at the university, the external auditor shall survey employees to gather insights on any perceived unfair hiring practices.

The audit findings shall be documented and reviewed by a dedicated Review Committee, comprising members from the Human Resources department, legal counsel, and external experts to ensure a holistic analysis. This committee shall convene within four weeks of the completion of each audit.

The Review Committee shall formulate a comprehensive action plan to address identified biases and inconsistencies, ensuring the continual improvement and alignment of our hiring practices with the established employment practices policy. The action plan shall include specific metrics and benchmarks to measure effectiveness.

The action plan shall be implemented promptly, with a defined timeline, and its effectiveness shall be reviewed in the subsequent audit, ensuring a continuous cycle of evaluation and improvement.

This resolution shall take effect immediately upon its adoption, and all relevant stakeholders shall be informed accordingly through a detailed communication plan to ensure widespread awareness, understanding, and compliance.

BE IT FURTHER RESOLVED that this resolution be disseminated to all departments and relevant stakeholders through a comprehensive communication plan to ensure awareness, understanding, and compliance with the newly established Regular Audit and Review Mechanism, thereby fostering a culture of continuous improvement and adherence to ethical and lawful employment practices.

On October 27, 2023, the Faculty Senate of Prairie View A&M University adopted the resolution with the following vote breakdown: 39 votes (78%) in favor, 6 votes (12%) against, and 5 senators (10%) abstain.

Tabitha Morton

Dr. Tabitha Morton
Vice Speaker of the Faculty Senate

David A. Rembert

Dr. David A. Rembert,
Speaker of the Faculty Senate