

Equal Opportunity and Affirmative Action

Updated: November 2024

I. Statement of Policy

Safeguarding and promoting the rights and welfare of all employees is the responsibility of Fort Lewis College.

In accordance with applicable federal, state and local law Fort Lewis College does not engage in employment discrimination or harassment against any employee or applicant for employment on the basis of race, color, national origin, sex, pregnancy, age, disability, genetic information, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, political philosophy, hair texture, hair type, protective hairstyles or any other characteristic protected by federal, state or local law.

Fort Lewis College prohibits and will not tolerate any such discrimination or harassment.

This policy extends to every phase of the employment process and to all terms and conditions of employment, including without limitation, recruiting, hiring, training, promoting, compensation, benefits, transfers, layoffs, recalls, termination, and college-sponsored programs. All employment and promotion decisions are made on the basis of job-related criteria, recognizing the principle of equal employment opportunity. All employees, managers, supervisors, and third parties are expected to adhere to Fort Lewis College's equal employment opportunity policy. Any employee who violates this policy shall be subject to appropriate disciplinary action, up to and including termination of employment.

In addition, Fort Lewis College takes affirmative action to employ and advance in employment qualified women, people of color, individuals with disabilities, and veterans. Fort Lewis College takes affirmative action pursuant to its obligations as a federal contractor under the following federal and state laws and regulations including but not limited to:

- Title VII of the Civil Rights Act of 1964, as amended
- Title IX of the Education Amendments Act of 1972 as amended
- Equal Pay Act of 1964, related Executive Orders 11246 and 11375 and revised Order Number Four, Sections 503 and 504 of the Rehabilitation Act of 1973,
- Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974,
- Age Discrimination in Employment Act of 1967 as amended,
- Americans with Disabilities Act of 1990 as amend,
- and all Civil Rights laws of the State of Colorado.

This Policy applies to all students, faculty, staff of the College, and to all programs administered by the College. All members of the Fort Lewis College community have a responsibility to work

to ensure a discrimination-free environment and promote affirmative action programs. Fort Lewis College is committed to the following:

- To recruit, hire, train, transfer, and promote persons in all job classifications, based on the principles of equal opportunity and affirmative action in accordance with the law.
- To assure that all personnel actions such as compensation, benefits, transfer, reduction in force, reemployment, professional development are based on the principles of equal opportunity and affirmative action;
- To recruit, admit, and educate students based on the principles of equal opportunity and affirmative action;
- To assure that such programs as financial aid, health services, housing, scholarship, and recreational activities are administered based on the principles of equal opportunity and affirmative action; and
- To provide due process for complaints of discrimination and harassment.
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II. Executive Responsibility

- The President is the designated administrative official of Fort Lewis College to initiate and carry out the Policy in all administrative subdivisions of the College. The President delegates responsibility for implementation and compliance with the Policy to their staff.
- Administrators at all levels must assume responsibility for implementation and compliance with the Policy. Equal Opportunity and Affirmative Action is an important part of the supervisory and administrative duties and it will constitute a job performance criterion.

III. Responsibilities of the Director of Compliance and Community Standards

The Director of Compliance (hereinafter the “Director”) is appointed by the President. The Director shall report directly to the President or designee (hereinafter the “President”) on all matters relating to the Policy.

- The Director shall: Advise and assist the President on the preparation of the plans, procedures, regulations, reports, and other matters pertaining to equal opportunity and affirmative action;
- Prepare reports as directed by the President;
- Develop procedures for and monitor all faculty and exempt staff searches to ensure compliance with Equal Opportunity and Affirmative Action requirements;

- Prepare, or assist in preparing, reports required by governmental agencies concerning equal opportunity and affirmative action;
- In cooperation with the Human Resources Director, distribute the College's Equal Opportunity and Affirmative Action Policy and other related policies to faculty, staff, and students of the College;
- Be responsible for providing education and training to faculty and staff on the issues covered in the College's Equal Opportunity and Affirmative Action Plan.

IV. Student Service

Statement of Anti-Discrimination

Fort Lewis College is committed to providing students service regardless of a student's race, color, national origin, sex, pregnancy, age, disability, genetic information, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, political philosophy, hair texture, hair type, protective hairstyles or any other characteristic protected by federal, state or local law, in accordance with Title VII of the 1964 Civil Rights Act, Title VIII of the Housing Act of 1968, Title IX of the Education Amendments Act of 1972, and Section 504 of the Rehabilitation Act of 1973.

- The Director will work with the appropriate offices to ensure equal opportunity in all student services, including but not limited to, recruitment and admission of students, financial aid, campus housing, student activities, academic support, and student regulations.

V. Recruitment and Initial Appointment of Faculty and Exempt Staff

All College searches for faculty and exempt staff must adhere to the "Search and Appointment Procedure for Faculty and Exempt Staff" which is designed to attract the most qualified persons, for employment at the College and comply with State and Federal law.

VI. Other Employment Practices

Transfer and Promotion

The same equal opportunity and affirmative action principles to employment, transfer, and promotion will be applied the same as in the initial appointment. All employees will be encouraged to seek advancement to higher positions by applying for openings for which they are qualified.

Compensation and Benefits

Salary and benefits procedures will be administered fairly and equitably for all employees, adhering to the policies of Fort Lewis College and the Colorado Department of Personnel & Administration.

All salary and wage adjustments will be based on the individual's performance evaluation and the availability of funds. When any unjustified pay differentials under the Equal Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as interpreted by the Higher Education Guidelines Executive Order 11246, are discovered, the College must correct them in a reasonable time.

Terminations of Employment

The equal opportunity and affirmative action principles will be applied to terminations of employment. The formal employee exit process shall be used for all benefits-eligible employees terminating their employment with the College and the Director shall be informed of any complaints of discrimination associated with a termination of employment.

VII. Dissemination and Education of the College's Equal Opportunity and Affirmative Action Plan

- References to the Policy and a non-discrimination statement will be incorporated into recruitment brochures and all other related informational and promotional literature which is distributed to potential students and employees
- All job announcements shall contain a statement that the College is an equal opportunity and affirmative action employer.
- All current faculty and staff will be notified periodically, via campus email, of the College's Equal Opportunity and Affirmative Action Plan with a link to the full text of the Plan. Hardcopy of the Plan will be provided by the Director upon request.
- All new employees will be informed of the College's Equal Opportunity and Affirmative Action Plan by the Director of Human Resources. Hardcopy of the Plan will be provided by the Director upon request.
- All new employees are required to complete a workshop/training on sexual harassment and other forms of discrimination and harassment.
- Notifying students about sexual harassment and other forms of discrimination and harassment policies will be managed by the Title IX Coordinator

VIII. Purchasing and Sub-contracting

The College shall incorporate the Equal Employment Opportunity clause in all contracts, leases, and like documents as stipulated in Executive Orders 11246 and 11375.

XI. Grievance Procedures

- Inquiries and complaints relating to the College's Equal Opportunity and Affirmative Action Policy can be made to the Director of Compliance Equal Opportunity Coordinator.

- If an individual wishes to notify the College of a possible discrimination and/or harassment and requires resolution, they must complete the College's Complaint form. Complaints, both informal and formal, will be handled under the Fort Lewis College Grievance Procedure.

XII. Reason for Policy

This policy is in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, the Equal Pay Act of 1964, related Executive Orders 11246 and 11375 and revised Order Number Four, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Age Discrimination in Employment Act of 1967 as amended in 1978, Americans with Disabilities Act of 1990, and all Civil Rights laws of the State of Colorado.

XIII. Responsibilities

For following policy: This policy applies to all students, faculty, and staff of Fort Lewis College and to all programs administered by the College.

For enforcement of policy: Director of Compliance and Community Standards and Human Resources Director

For oversight of policy: Director of Compliance and Community Standards

For notification: Policy Librarian

For procedures implementing policy: Director of Compliance and Community Standards and Human Resources Director

XIV. Cross-Referenced Policies

[Fort Lewis College Grievance Procedure](#)

[Section 9, Equal Opportunity and Affirmative Action Policy, Board of Trustees Manual of Policies and Procedures, as amended October 17, 2014](#)

XV. Revision History

This policy was initially approved February 11, 2009. It was revised December 6, 2013. This revision updates the policy to include "gender identity" and "gender expression," formats it in the official policy template, and makes minor editorial changes.

