

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** Affirmative Action

**NUMBER:** Policy IV-02 (Formerly Policy IV-A-02)

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The School of Mines is committed to recruiting and retaining a diverse workforce. The School of Mines is an equal opportunity employer who encourages all qualified candidates to apply for employment, especially candidates in legally-protected classes, and we hire the individual who can best fulfill the requirements of any given position regardless of race, color, creed, national origin, ancestry, gender, sexual orientation, military status, religion, age or disability.

The Affirmative Action Council provides advice to the President in the formation and operation of programs and activities to assure that equal opportunities in employment and for access to and participation in the activities of the university without discrimination based on race, color, creed, national origin, ancestry, gender, sexual orientation, military status, religion, age or disability; and the commitment to the objectives of affirmative action, equal opportunity and non-discrimination in accordance with state and federal law, are communicated effectively to members of the university community and the public at large.

The council will include at least a member of the faculty, a career service employee, a student, and a non-faculty exempt employee. The Faculty Senate, the Career Service Council, the Non-Faculty Exempt Employees Council, the Student Association and the University Cabinet are invited to nominate persons to serve on this council. The Affirmative Action/EEO Officer who also serves as the Human Resources Director is an ex-officio member of the committee. The Chair will be selected by the President.

The School of Mines has a written affirmative action program to achieve prompt and full utilization of minorities, the disabled veterans, Vietnam-era veterans, and women at all levels and in all segments of the work force. The results of the program are to be reviewed annually, and the program is to be modified as necessary to achieve its stated objectives.

Hiring procedures for all personnel: faculty, non-faculty exempt employees, career service employees, and student employees (other than workstudy), are outlined in writing within the Affirmative Action Plan.

The School of Mines' Affirmative Action Plan and hiring guidelines are available through the Office of Human Resources.