

INSTITUTIONAL ACCESS AND EQUITY

The Office of Institutional Access and Equity is responsible for developing and managing University policies, procedures, and programs of equal opportunity, diversity, and affirmative action – from employment to education and from application to separation. Responsibilities of the Office include but are not limited to:

- Handling complaints of discrimination and harassment based on race, color, sex, religion, national or ethnic origin, age, disability, sexual orientation, marital status, citizenship, status as a Vietnam-era or disabled veteran, and other conflicts.
- Responding to inquiries about employee rights, conduct mediation, investigate complaints, interpret policies and discuss their application to specific situations.
- Working in collaboration with other units of the University as appropriate, to seek fair and effective issue resolutions with due regard to the importance of confidentiality to all concerned.
- Promoting diversity and compliance with applicable laws and SMU policies.
- Monitoring employment transactions, including, but not limited to, recruitment, selection, compensation, assignment, promotion, and termination.
- Conducting and sponsoring professional development and training programs to foster implementation of the University's programs of equal opportunity, access, affirmative action, and diversity.
- Serving as a liaison to SMU commissions, committees, and task forces dealing with issues of diversity, equal opportunity, and affirmative action.
- Serving as a liaison to SMU constituent communities external to SMU, including compliance agencies, community, civic, and other groups – particularly associated with issues of diversity, equal opportunity, and affirmative action.

Employees, students, and applicants are protected from retaliation for filing a complaint, participating in an investigation, or otherwise exercising rights provided under SMU's equal opportunity and affirmative action policies.

FOR MORE INFORMATION CONTACT

Office of Institutional Access & Equity
220 Perkins Administration Building
214-768-3601
accessequity@smu.edu
www.smu.edu/aao

ADDITIONAL RESOURCES

Psychological Services for Women
Health Center
214-768-4795

Women's Center of SMU
3116 Fondren Drive
214-768-4792

Dean of Student Life
302 Hughes-Trigg Student Center
214-768-4564

Counseling and Testing Center
Health Center
214-768-2211

Mental Health Center
Health Center
214-768-2860

Office of the Chaplain
316 Hughes-Trigg Student Center
214-768-4502



SMU

Office of Institutional Access & Equity
PO Box 750200
Dallas TX 75275-0200

04608.505

INSTITUTIONAL ACCESS & EQUITY

ACCESS
DIVERSITY
EQUALITY

OFFICE OF INSTITUTIONAL ACCESS & EQUITY
SMU • DALLAS

The Office of Institutional Access & Equity promotes an open university with equal opportunity for all our constituents.

WHO IS SERVED BY THE OFFICE OF INSTITUTIONAL ACCESS AND EQUITY?

The Office of Institutional Access and Equity is available to all SMU students, employees, and applicants for employment and admission.

WHAT ARE "EQUAL OPPORTUNITY" AND "AFFIRMATIVE ACTION"?

- **Equal employment opportunity** is the right of individuals to work and be educated on the basis of merit, ability, and potential, without unlawful discrimination on the basis of race, color, national origin, sex, religion, disability, marital status, sexual orientation, age, or status as a Vietnam-era or disabled veteran.
- **Affirmative Action** requires the institutions to do more than ensure employment and educational neutrality. As the phrase implies, affirmative action requires institutions to undertake additional efforts to recruit, employ, promote, and admit qualified members of groups formerly excluded or limited in opportunities, such as minorities, women, and persons with disabilities. SMU is an equal opportunity/affirmative action institution.

WHAT ARE THE LEGAL BASES FOR EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION?

- Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in all programs or activities that receive federal financial assistance.
- Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment based on race, color, religion, sex, or national origin.
- Executive Order 11246 (as amended) prohibits discrimination and requires that affirmative action programs be developed and implemented for minorities and women.
- Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex against employees and students in institutions that receive federal financial assistance.
- The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 both prohibit discrimination based on disability in employment and access to educational programs and activities. The University provides reasonable accommodations to qualified persons with disabilities that do not im-

pose undue economic or operational burdens on the University and who do not pose a direct threat to the health and safety of themselves or others.

- The Vietnam-era Veterans Readjustment Assistance Act of 1974 prohibits discrimination in employment against Vietnam-era and disabled veterans and encourages affirmative action in employing them.
- The Age Discrimination in Employment Act of 1967 prohibits employment discrimination against those ages 40 and older.
- The Age Discrimination Act of 1975 prohibits discrimination on the basis of age in access to programs and activities that receive federal financial assistance.
- Other federal laws as well as the laws of Texas and Dallas provide protections similar to those described above.

WHAT IS THE UNIVERSITY'S STAND ON GRIEVANCES?

The University recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences of interpretation of policy that might arise between the University and its employees. If a grievance is not resolved informally, a formal grievance procedure may be available for a prompt and impartial review of relevant factors involved.

Retaliation against any person for the exercise of rights under University policy, or for assisting with an investigation, is prohibited. Students also have access to procedures that afford them the opportunity for redress of grievances. The University's Discrimination Grievance Procedure may be accessed by employees and students for violations of its discrimination and harassment policies.

WHO IS RESPONSIBLE FOR THE IMPLEMENTATION OF THE AFFIRMATIVE ACTION PROGRAM AT SMU?

- All individual staff and faculty members have a shared responsibility to adhere to affirmative action procedures affecting

all employment practices – recruiting, hiring, transfer, promotions, compensation, discipline, benefits, etc.

- All department chairs, directors, deans, administrative officers, and managers are individually responsible for supervising the implementation of the Affirmative Action Plan in their respective areas.
- Although the responsibility to coordinate the implementation of affirmative action and equal opportunity programs is delegated to the director in charge of the Office of Institutional Access and Equity, the president of the University bears ultimate administrative responsibility for the implementation of the Affirmative Action Plan.

SEXUAL AND OTHER DISCRIMINATORY HARASSMENT POLICIES

SMU explicitly condemns sexual and other discriminatory harassment of students, staff, and faculty. Such harassment is unlawful, and those who engage in such conduct may be subjected to University sanctions as well as civil and criminal penalties. Sexual harassment has been addressed in a separate policy and brochure. Copies of the Sexual Harassment Policy and brochures may be obtained in the Office of Institutional Access and Equity or online at www.smu.edu/aao.

SMU'S STATEMENT OF NONDISCRIMINATORY POLICIES

The University admits students without discrimination based on race, color, national and ethnic origin, age, religion, sex, disability, sexual orientation, marital status, alienage, or citizenship to all the rights, privileges, programs, and activities generally accorded or made available to students at the University.

SMU will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU's commitment to equal opportunity includes non-discrimination on the basis of sexual orientation.

The protections available through the University's nondiscrimination and affirmative action policies are intended to comply with applicable federal, state, and local laws.

Office of Institutional Access & Equity - 214-768-3601

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