



OFFICIAL POLICY

Equal Employment Opportunity – Affirmative Action

1.0 PURPOSE

Wheeling Jesuit University (WJU) strives to develop a community of diverse people and ideas. WJU aims to be a standard of excellence for employment equity in higher education.

2.0 STATEMENT

Wheeling Jesuit University (WJU) is an Equal Employment Opportunity Affirmative Action employer. The University seeks to provide equal opportunity in employment for all persons, and prohibits discrimination in all aspects of employment because of age, citizenship, color, disability, marital status, national origin, race, religion, personal appearance, family responsibilities, matriculation, political affiliation, sex, sexual orientation, gender identity and expression, and genetic information or veteran status or any other basis prohibited by law. Additionally, the University will use good faith efforts to achieve ethnic and gender diversity throughout the workforce. The University emphasizes recruitment of women, minority group members, disabled individuals, and Vietnam era veterans.

3.0 RESPONSIBLE PARTIES

All selecting department and hiring managers must adhere to the University's Equal Employment Opportunity – Affirmative Action Policy. The Office of Human Resources will assist selecting departments and hiring managers to recruit and hire candidates.

4.0 PROCEDURES

The goal of the University's hiring policy is to recruit, hire, transfer, promote and make other employment decisions using these guidelines:

- To consider individuals without discrimination based on age, citizenship, color, disability, marital status, national origin, race, religion, personal appearance, family responsibilities, matriculation, political affiliation, sex, sexual orientation, or veteran status or any other unlawful factor.
- To use good faith efforts to achieve the University's affirmative action goals for minority persons and women.
- To select the individual who best meets the needs of the selecting department and the University.
- To enhance opportunities for mobility and promotion of qualified candidates who are current University employees.

It is part of the University's policy to comply with the Americans with Disability Act. Under this Act a qualified individual with a disability who can perform the essential functions of the position with or without a reasonable accommodation is protected from discrimination due to his or her disability.